OPEN SYSTEMS® Accounting Software

Inventory
User's Manual

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Contents

Introduction

Welcome to OSAS® 1-3
The Inventory System 1-7
Conventions 1-11
OSAS Text Menu 1-15
OSAS Graphical Menu 1-19
OSAS Text Functions 1-29
OSAS Graphical Functions 1-35
Menu and Function Commands 1-45
Favorites Menu 1-51
Information Menu 1-53
Reports 1-59

Installation and Conversion

Installation 2-3
Conversion 2-5

Setup

Setup Considerations 3-3
Entering Your Data 3-11
Creating a Backup Schedule 3-31

Work Flow

Daily Tasks 4-3
Periodic Tasks 4-15

Information Inquiry

Price and Availability 5-3
Summary History 5-13
Detail History 5-15

Movement History 5-19
Sales Trending 5-21
Items 5-23
Item Locations 5-31
Location Items 5-41
Costs and Vendors 5-57
Lot Numbers 5-61
Serial Numbers 5-63

Daily Work

Inventory Transactions 6-3
Location Transfers 6-25
Transaction Journal 6-39
Transfers Journal 6-41
Post Transactions 6-43
GL Adjustments Journal 6-45
Post GL Adjustments 6-47

Reorder Processing

Calculate Reorders 7-3
Reorder Report 7-5
Generate Purchase Requisitions 7-7

Reports

Printing a Report 8-3
Inventory Movement Report 8-5
Item Status Report 8-7
Price Report 8-9
Valuation Report 8-11
Cost Variance Report 8-13
Serialized History Report 8-15
Lot History Report 8-17
Transaction History Report 8-19

Analysis Reports

Printing an Analysis Report	9-3
Safety Stock Alert Report	9-7
Order Point Alert Report	9-9
Overstock Report	9-11
Slow/Fast Movement Report	9-13
Sales Analysis Report	9-15
Gross Profit Analysis Report	9-17
Trend Analysis Report	9-19
Movement Trending Report	9-21

Periodic Processing

Item Price Change	10-3
Cost Changes	10-7
Quantity Cross Verification	10-11
Year-End Maintenance	10-15
Purge Selected Files	10-19
Rebuild Item Quantities	10-23

Physical Inventory

Physical Inventory Selection	11-3
Freeze Quantities	11-5
Print Physical Inventory Tags	11-7
Print Physical Inventory Worksheets	11-11
Physical Counts Tag Entry	11-13
Physical Counts Worksheet Entry	11-19
Batch List	11-25
Physical Count List	11-29
Variance Report	11-31
Physical Count Valuation Report	11-33
Update Perpetual Inventory	11-35

File Maintenance

Items	12-3
Item Locations	12-19
Locations	12-53

Copy Item to Location 12-57
Price Structures 12-61
Promotional Pricing 12-65
Tables 12-67
Change Fields 12-71

Code Maintenance

Sales Categories 13-3
Customer Levels 13-5
Product Lines 13-7
Account Codes 13-9
Forecast Types 13-13
Standard Cost Makeup Codes 13-15
Hazardous Material Codes 13-17
User-Defined Fields 13-19
User-Defined Field Sorts 13-21

Master File Lists

Printing a Master File List 14-3
Item Detail List 14-5
Item Summary List 14-7
Item Locations List 14-9
Location Detail List 14-11
Price Structure List 14-13
Promotional Pricing List 14-15
Tables List 14-17

Master Codes List

Printing a Master Codes List 15-3
Sales Categories List 15-5
Customer Levels List 15-7
Product Lines List 15-9
Account Codes List 15-11
Forecast Types List 15-13
Cost Makeup Codes List 15-15
Hazardous Material Codes List 15-17

User-Defined Fields List 15-19
User-Defined Field Sorts List 15-21
System Messages A-1

References

System Messages A-1
File Descriptions B-1
Price Calculator C-1

Index

Introduction 1

Welcome to OSAS®	1-3
The Inventory System	1-7
Conventions	1-11
OSAS Text Menu	1-15
OSAS Graphical Menu	1-19
OSAS Text Functions	1-29
OSAS Graphical Functions	1-35
Menu and Function Commands	1-45
Favorites Menu	1-51
Information Menu	1-53
Reports	1-59

Welcome to OSAS®

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems, Inc. has a strong commitment to customer service and product quality. If you have difficulty using Open Systems, Inc. products, consult your user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS. It provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (EIS), and Print Manager. With Global Inquiry, you can drill through your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

Running OSAS

OSAS runs on an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS in Windows

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

Starting OSAS on Other Operating Systems

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: **-t**, **-c**, and **-a**.

The terminal ID (**-t**) is the identification code assigned to the terminal you are using to run OSAS. On multiuser systems, each terminal usually has a default ID assigned when the terminals were added to the system. Use the **-t** parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (**-c**) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (**-a**) is your personal password. Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2 (**T2**) working with company **B**, and the password is **apple**, specify that information to access the system:

osas -t T2 **-c** B **-a** apple

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (**-t**, **-c**, or **-a**) and the parameter itself.

Note

In Windows, you can set up OSAS such that it always opens using a certain access code. Open the OSAS program shortcut's properties and enter the access code and your company ID in the **Target** box. For example, using **apple** as your access code and **H** as your company ID, enter the following:

C:\osas\progRM\osastm.exe -m4096 **-t**T00 **-n**T00 **- -a**apple **-c**H

If you want the system to prompt for an access code after opening, enter **-a** in the **Target** field, followed by a space, followed by **-c** and the company ID.

In the Windows icon properties, the parameter marks (**-m**, **-t**, or **-n**) can be entered in any combination but must be before the separation dash. The access code and company ID commands (**-a** and **-c**) must be entered *after* the separation dash. See the Resource Manager Installation Manual for more information on these parameters.

The Inventory System

The Inventory application helps you control and keep track of the items you stock.

For each item (including lots and serialized items), Inventory tracks the quantities sold, purchased, and adjusted; location transfers; and costs. Each item is identified by location, product line, user-defined fields, bin number, status, vendor ID, serial and lot number, and unit of measure.

Use the **Items** function to enter information specific to the item, and use the **Item Locations** function to enter detailed information about the locations of the items. You can then track transfers between locations, sell items from an alternate location, and track differences in price activity.

Information Inquiry

Use the Information Inquiry functions to view (not change) information about items: prices, transaction and historical records, general information, alternate items, units of measure, location and bin information, costs, vendors, lot numbers, and serial numbers.

Daily Work

Once you establish the codes and IDs through the File Maintenance and Code Maintenance functions, you can use the Daily Work functions to enter adjustments, sales, purchases, and location transfers; to produce journals; and to post transactions.

Reorder Processing

Use the Reorder Processing functions to calculate the reorder quantity for items, to print the Reorder Report, and to generate purchase requisitions.

Reports

Use the Reports functions to produce information about inventory movement; item statuses; prices; valuation; cost variance; and serialized, lot and transaction history.

Analysis Reports

Use the Analysis Reports functions to analyze items that have fallen below safety stock level, items that are overstocked, sales, gross profit, and trends.

Periodic Processing

After posting over a period of time, the files might get so large that they slow down your system. Use the Periodic Processing functions to remove outdated information from the files.

Physical Inventory

Use the Physical Inventory functions to process your physical inventory cycle.

File Maintenance

Use the File Maintenance functions to set up and maintain information about your items.

Code Maintenance

Use the Code Maintenance functions to set up codes assigned to an item.

Master File Lists

Use the Master File Lists functions to print lists of information about item detail, item location, price structure, and tables. These lists are useful if you are planning to make changes, want to add information, or keep a record of information that is on your system.

Master Code Lists

Use the Master Code Lists functions to print lists of information about sales categories, accounts codes, and user-defined fields.

Conventions

This manual helps you install OSAS on any standard computer running any of several popular operating systems and helps with your accounting software questions. Use the manual as a reference for the OSAS interface and application functions.

Manual Conventions

This manual is divided into the following sections:

- This introduction provides an overview of this application and the OSAS system, the basic functionality of the application including graphical and text-based application features, and function key references.

- The remainder of the chapters explains the set up, workflow, and functions of the application: where each function fits within the application and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, these terms are used for operating the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or *select*, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a *click* refers to a single press of the right mouse button, while the term *right-click* refers to a single press of the left button.

GUI/Text Command Conventions

When you see the phrase "use the **Proceed (OK)** command" in the user's manuals, press **PgDn** in either text or graphical mode. In graphical mode, clicking **OK** has the same effect as pressing **PgDn**.

GUI/Text Menu and Function Conventions

When you start OSAS, the main menu appears and lists the applications available for use. If you are using UNIX or Linux, the text main menu appears.

If you are using Windows, you can choose between the text main menu, the graphical main menu, or the start-style main menu. Use the **Defaults** function under the Resource Manager **Workstation Configuration** menu to select the style of menu you want to appear by default, or you can press **Shift+F5** to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

In addition, if you are using Windows, you can use either text or graphical function screens independently of the main menu. For example, you can use text function screens even if you are using the graphical main menu and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

Access Codes

Your company can limit use of the system by defining access codes and assigning them to employees. Each code allows access to specific applications, menus, and functions. If you cannot select a menu, your access code is not authorized for it.

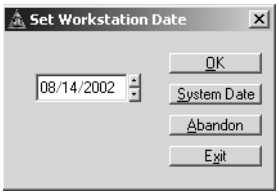
Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

If you have more than one access code, select **Access code** from the **File** menu or press **F4**. The Access Code box appears (the example below uses the graphical mode).

Enter the access code you want to change to, then click **OK** or press **Enter**.

Workstation Dates

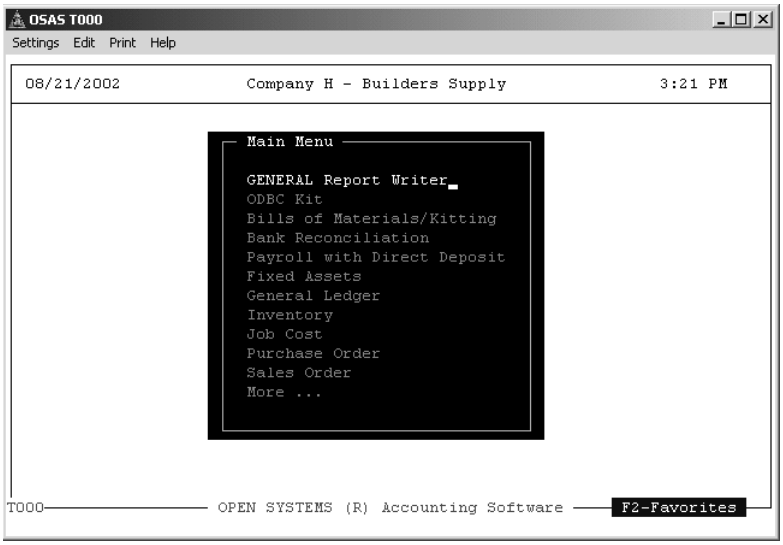
To change the workstation date, select **Workstation date** from the **File** menu or press **F6**. The Workstation Date box appears (the example below uses the graphical mode).



Use the buttons or your keyboard to enter the date and click **OK** or press **Enter** to change the workstation date. Click **System Date** to change the workstation date to match the operating system date, click **Abandon** to restore the original date, or click **Exit** or press **F7** to close the box without changing the date.

OSAS Text Menu

The text main menu can be used on all operating systems. Using text-based menus, the text menu (shown below) offers easy access to your applications.



When you select an application, the application's menu, which presents several related functions, is superimposed over the main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter. Continue to press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application briefly highlights and switches to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the main menu—with one exception: you can press **PgDn** only when an option leads to another menu. You must press **Enter** to select a function.

On an application menu, you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the main menu, you can return to the main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press **PgUp** to go to the previous menu (one menu up).
- Press the **Tab** key to go to the main menu.
- Use **Exit** (**F7**) to go to the operating system.

Commands

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Esc		Opens a menu listing available commands.

Command Key	Alternate Key	Description
F1 (Help)	**Esc+H**	Opens the help description for the selected application/function. You must be within an application menu to access this command.
F2 (Favorites)	**Esc+W**	Toggles between the **Favorites** and main menus.
F3 (Change Company)	**Esc+D**	Allows you to switch to a different company.
F4 (Access Code/Other)	**Esc+O**	Allows you to enter an access code. Pressing this key (or key combination) twice opens a utility menu similar to the **Other Commands** menu on graphical screens. See “Other Commands Menu” on page 1-24 for more information on the commands available.
F5 (Live/ Sample Data)	**Esc+X**	Switches between live and sample data.
F6 (Workstation Date)	**Esc+F**	Allows you to change the workstation date.
F7 (Exit)	**Esc+M**	Exits from OSAS.
F8 (Print Screen)	**Esc+L**	Allows you to output the current screen to a printer, print preview window, or file.
F9 (Change Year)	**Esc+U**	Allows you to change to a different fiscal year when you are inside the **General Ledger** or **Payroll** menus.

Command Key	Alternate Key	Description
F10 (Add to/ Delete Favorites)	**Ctrl+Z**	Pressing this key (or key combination) on the main menu adds the selected application or function to your **Favorites** menu. Pressing this key on the **Favorites** menu removes the selected application or function from the **Favorites** menu.
Shift+F2 (Application Info)	**Esc+I**	Opens a screen listing information about the applications you have installed.
Shift+F5 (Menu Style)	**Esc+G**	On Windows workstations, pressing this key combination toggles between graphical and text main menus.
Shift+F6 (Toggle GUI screens)	**Esc+K**	On Windows workstations, pressing this key combination toggles between graphical and text function screens.
PgUp		Moves back one menu level.
Tab		Moves back to the main menu from any application menus.
Enter		Selects an application menu or function from a menu.
Up/Down arrow		Moves the cursor up or down through the menu selections.

OSAS Graphical Menu

In a Windows environment, you can choose from two types of graphical-style menus. The standard graphical menu features application selections that resemble many Windows functions. The start-style menu is named so because of its functional resemblance to the **Start** menu in Windows 95, 98, NT, and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons, and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, appears beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

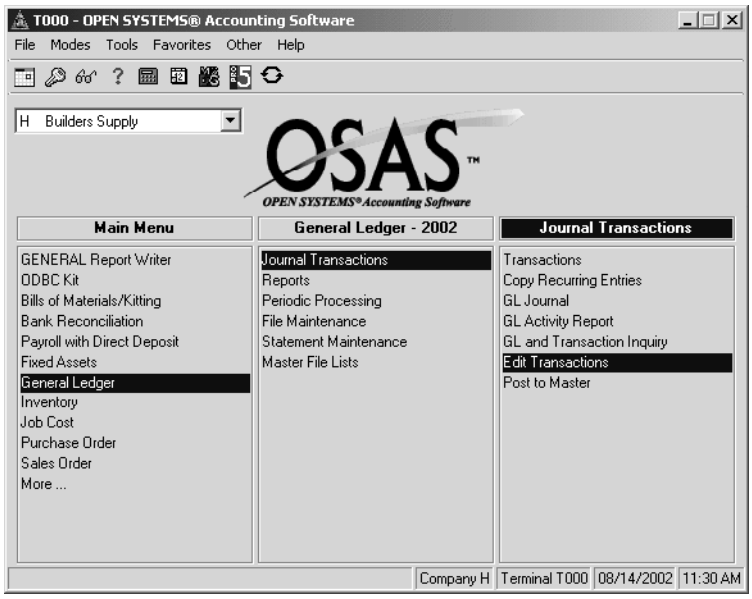
Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can access commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

- Click the appropriate graphical tool button.
- Select the command from a pull-down menu.
- Press the associated keyboard hot key.

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu or by highlighting your choice and pressing **Enter**. If you choose the start-style menu, you can select applications from the main menu by using the arrow keys to highlight your choice and pressing **Enter,** by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the main menu, you can return to the main menu by clicking items on the previous menus.

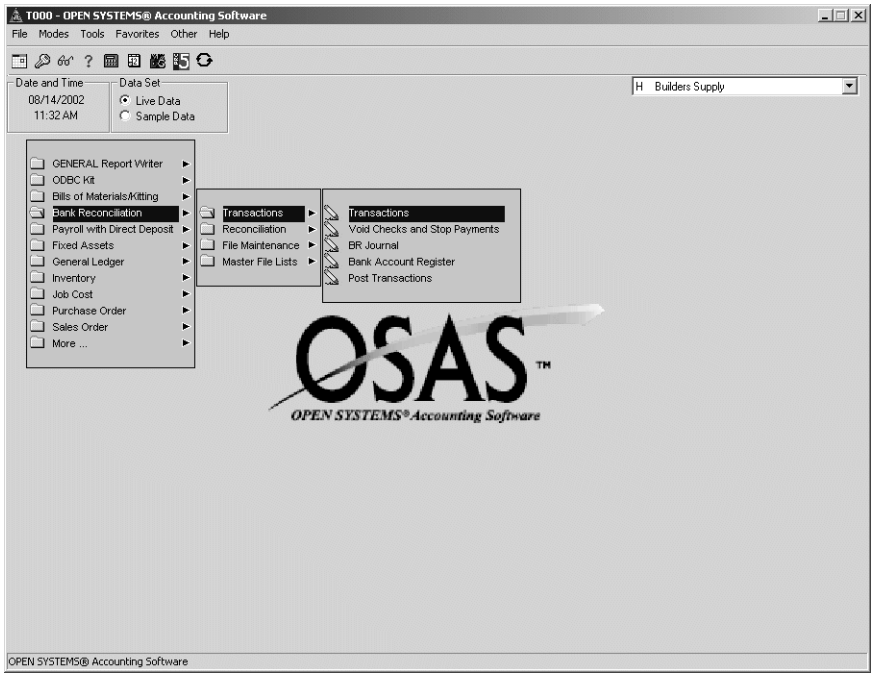
Graphical Main Menu



You can exit from a graphical menu in these ways:

- Select a button from a previous menu.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window.
- Use **Exit** (**F7**).
- Select **Exit** from the **File** menu.

Start-Style Main Menu



You can exit from a menu in these ways:

- Press the left arrow key to go to the previous menu (one menu up).
- Hold the mouse over a different menu choice.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window to close OSAS.
- Use **Exit** (**F7**) to close OSAS.
- Select **Exit** from the **File** menu to close OSAS.

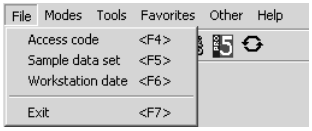
Main Menu Elements

Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and toolbar buttons to access functions without using the function keys. While the function keys work in graphical menus, the menu bar and toolbar buttons give you a choice in accessing these functions. The OSAS pull-down menu bar is shown below.

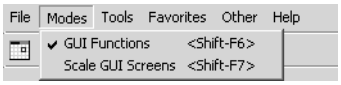
To access the menu's commands, click one of the menu titles. The menu for that heading appears and lists available commands followed by any hot key combinations in brackets <>. To use a command, either click the command name or press the hot key(s) listed.

File Menu



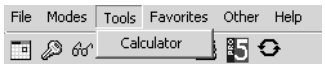
Command	Description
Access Code	Opens the Access Code dialog box. See "Access Codes" on page 1-13 for more information.
Sample data set/Live data set	Toggles between Sample and Live data.
Workstation date	Opens the Workstation Date dialog box. See "Workstation Dates" on page 1-13 for more information.
Exit	Exits OSAS.

Modes Menu



Command	Description
GUI Functions	Toggles between graphical and text function screens.
Scale GUI Screens	Toggles scaling of graphical screens on and off. When selected, this command enlarges graphical screens. When off, the command restores the OSAS screens to their original size. This command does not take effect until you access a function.

Tools Menu



Command	Description
Calculator	Opens the OSAS calculator.

Favorites Menu

Command	Description
Change to Favorites	Toggles between the **Favorites** and main menus. See “Favorites Menu” on page 1-51 for more information.

Other Commands Menu

Command	Description
Calculator	Opens the OSAS calculator.
Execute an Operating System Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestions	Creates a report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Allows you to search across your data. You can select from the installed applications which data to search.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows you to record comments for your own use.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.

Command	Description
Pop-Up Calendar	Allows you to create and read date reminders in OSAS.
Inventory Price Calculator	Allows you to calculate prices and view quantity, cost, and pricing information for inventory items.

Help Menu

Command	Description
Help	Opens help descriptions for the application menus and functions.
About OSAS	Opens the About OSAS dialog box.

Main Menu Toolbar

The main menu toolbar gives you quick access to frequently-used OSAS commands. To access a command, click the appropriate button.

Button	Description
	Opens the Workstation Date dialog box to change the date. See “Workstation Dates” on page 1-13 for more information.
	Opens the Access Code dialog box to switch between access codes. See “Access Codes” on page 1-13 for information.
	Displays the **Application Information** dialog box.

Button	Description
	Opens help descriptions for the application menus and functions.
	Opens the OSAS calculator.
	Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	Opens an MS-DOS command window.
	Displays a screen for calling any BBx program that does not require variables to be passed to it. For more information, see "Appendix F" in the *Resource Manager User's Manual*.
	Toggles between the **Favorites** and main menus. See "Favorites Menu" on page 1-51 for more information.

Right-Click Menu

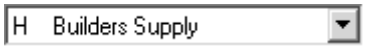
On the graphical and start-style main menus, the right-click menu gives you quick access to commands that help you manage commands on your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. To access the menu, click the right mouse button anywhere on the graphical or start-style main menu.

Command	Description
Add to/Remove Favorites (**F10**)	Use the **Add to/Remove Favorites Menu** button to add the desired submenu or function to or from your **Favorites** menu.
Change to Favorites/ Main (**F2**)	Toggles your display menu between the **Favorites** and main menus.
Sample Data/Live Data (**F5**)	Switches between sample and live data.
Setup (**F9**)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual describes its use.
Function Information (**F1**)	Displays information about the selected function.

Data Set

On the start-style main menu, you can select the **Live Data** radio button to work with live data or select the **Sample Data** radio button to work with sample data. You can also press **F5** to toggle between sample and live data.

Change Company Field



On the start-style or graphical main menu, select the company to change to from the list box.

OSAS Text Functions

Like the text menu, OSAS text function screens can be used on all operating systems. On Windows workstations, text function screens can also be used with graphical menus (or vice versa—the text menu can be used with graphical function screens).

Function screens provide you an interface to the data in your data files, allowing you to view, update, and change information as needed. Function screens also allow you to print reports or perform tasks on your data, such as calculations, purges, or the resetting of accumulated totals.

You can move around the screen in these ways:

- Press the down arrow or **Enter** to move from field to field.
- Select the appropriate command on the command bar.

- Use commands to access information screens or to toggle commands on and off. See “Commands and Flags” on page 1-31 for more information.
- If a screen contains more than one section, press **PgDn** when prompted to move to the next section.
- If a menu appears prompting you for the kind of information to enter or maintain (such as on Transaction or File Maintenance screens), select the appropriate option and press **Enter**.
- Press **F7** to exit the screen and return to the main menu.

Text Function Screen Elements

Command Line

The command line appears at the bottom of the screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices. Press the highlighted key to use a command.

```
Enter = edit, Append,  View, Workstation ID, Header
```

The commands that are available depend upon the function you are using. Consult the user’s manual for the appropriate application for information on commands in the command line.

Commands and Flags

Like the text menu, text function screens also contain several commands that allow you to perform tasks related to the function you are using. Some of these commands are not available for every function; when a command is available, a flag appears at the bottom of the screen.

To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Enter		Moves the cursor to the next field and accepts the data entered or access a line for editing.
Esc		Opens a window listing available commands for the screen.
Ins		Toggles between insert and overwrite modes for entry. When the **Ins** flag appears, the characters you enter push other characters in the field to the right. If there is no Ins flag, the characters you enter overwrite other characters in the field.
PgUp		Moves back to the first field on the screen (or the first field after the key field) without erasing any entries.
PgDn		Approves the data on the screen, updates the data file accordingly, and proceeds to the next field or section.
Tab		Moves the cursor to the next block or field that requires an entry.

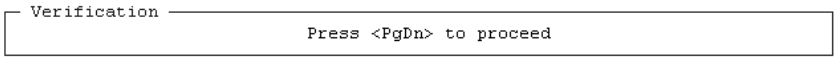
Command Key	Alternate Key	Description
Up/Down arrow		Moves the cursor up or down through the fields.
F1 (Help)	**Esc+H**	Opens the help description for the current field.
F2 (Inquiry)	**Esc+W**	Opens the Inquiry screen for the current field. This command is available for a field when the **Inquiry** flag appears at the bottom of the screen. See “Inquiry Commands” on page 1-46 for more information.
F3 (Delete)	**Esc+D**	Deletes the current record or line item (when allowed).
F4 (Others)	**Esc+O**	Opens a utility menu similar to the **Other Commands** menu on graphical screens. See “Other Commands Menu” on page 1-24 for more information on the commands available.
F5 (Abandon)	**Esc+X**	Abandon processing or clear all fields.
F6 (Maint)	**Esc+F**	Opens the appropriate File Maintenance function where you can view or update master file information. This command is available when the **Maint** flag appears at the bottom of the screen.
F7 (Exit)	**Esc+M**	Exits from the function.
F8 (Print Screen)	**Esc+L**	Allows you to output the current screen to a printer, to a print preview window, or to a file.
F9 (Undo Typing)	**Esc+U**	Clears the contents of the current field.
F10 (Delete)	**Ctrl+Z**	Deletes information to the end of the line.

Command Key	Alternate Key	Description
Shift+F2 (Info Menu)	**Esc+I**	Opens an information menu for the function when the **Info** flag appears at the bottom of the screen. The commands that are available depend on the applications you have installed. See “Information Menu” on page 1-39 for more information.
Shift+F3	**Esc+B**	Uses the item alias lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-48 for more information. In Sales Order, pressing this key combination allows you to enter purchase requisitions from the **Ordered**, **Units**, **Shipped**, and **Backordered** fields. In sales tax fields, pressing this key combination allows you to view sales tax breakdowns.
Shift+F4 (Part # Lookup)	**Esc+C**	Uses the customer/vendor part number lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-48 for more information.
Shift+F5 (Item Detail Lookup)	**Esc+G**	Uses the item detail lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-48 for more information.
Shift+F6 (Lot Lookup)	**Esc+K**	Uses the lot lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-48 for more information.
Shift+F7 (Serial Number Lookup)	**Esc+N**	Uses the serial number lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-48 for more information.

Command Key	Alternate Key	Description
Shift+F8 (Item Descr. Lookup)	**Esc+Q**	Uses the item description lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-48 for more information.
Ctrl+F (Quick Entry)		Toggles quick entry on and off. If this option is off, the cursor stops at every field possible. If you want to skip the fields that are not required (thus speeding data entry), turn this option on. Quick entry is on when the **Quick** flag appears at the bottom of the screen.
Ctrl+G (Bell)		Toggles the bell on or off. If the bell is on, it sounds at an error or when you must verify a command.
Ctrl+O (Online Hints)		Toggles function key display on and off. If this option is on, the available function keys appear at the bottom of the screen to remind you of their use.
Ctrl+V (Verify)		Toggles verification on and off. If verification is turned on, you must press a key twice to verify that you want to perform an operation. Verification is on when the **Verify** flag appears at the bottom of the screen.

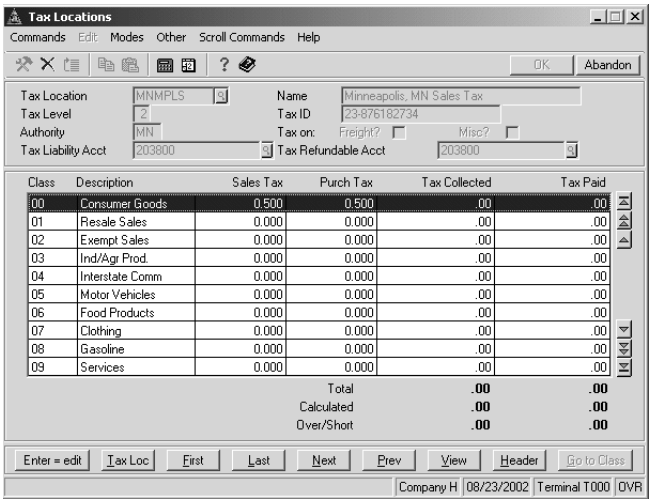
Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.



OSAS Graphical Functions

On Windows workstations, you can choose to use the graphical mode for function screens. These screens contain all the functionality of text screens presented in a graphical mode similar to other Windows software programs.


Tax Locations
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Tax Location MNMPLS
Name Minneapolis, MN Sales Tax
Tax Level 2
Tax ID 23-876182734
Authority MN
Tax on: Freight? Misc?
Tax Liability Acct 203800
Tax Refundable Acct 203800
Class Description Sales Tax Purch Tax Tax Collected Tax Paid
00 Consumer Goods 0.500 0.500 .00 .00
01 Resale Sales 0.000 0.000 .00 .00
02 Exempt Sales 0.000 0.000 .00 .00
03 Ind/Agr Prod. 0.000 0.000 .00 .00
04 Interstate Comm 0.000 0.000 .00 .00
05 Motor Vehicles 0.000 0.000 .00 .00
06 Food Products 0.000 0.000 .00 .00
07 Clothing 0.000 0.000 .00 .00
08 Gasoline 0.000 0.000 .00 .00
09 Services 0.000 0.000 .00 .00
Total .00 .00
Calculated .00 .00
Over/Short .00 .00
Enter = edit Tax Loc First Last Next Prev View Header Go to Class
Company H 08/23/2002 Terminal T000 OVR

You can move around the screen in these ways:

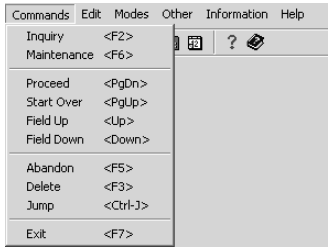
- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.
- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.
- Press **PgDn** if prompted to move to the next section.
- Click **Header** when it appears to return to the screen's header section.
- Press **F7** to exit the screen and return to the main menu.

Graphical Function Screen Elements

Like the main menu, graphical function screens also contain pull-down menus and toolbars. These menus and toolbars are described below.

Function Pull-Down Menus

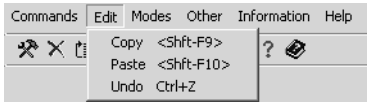
Commands Menu



Command	Description
Inquiry	Lists valid entries for the current field.
Maintenance	Opens the appropriate File Maintenance function.
Proceed/OK	Proceeds to the next screen or saves your entries.
Start Over	Moves back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
Field Up	Moves the cursor to the previous field.
Field Down	Moves the cursor to the next field.
Abandon	Clears data from all fields and moves the cursor to the first field on the screen.
Delete	Deletes information on the screen. Since this command deleted an entire record, use it with caution.

Command	Description
Jump	Moves the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit	Exits from a screen or a window without saving data.

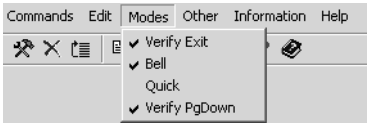
Edit Menu



Command	Description
Copy	Copies the contents of the current field.
Paste	Pastes the value you copied from a previous field into the current field.
Undo	Restores the contents of the current field from before you made changes to it.

Modes Menu

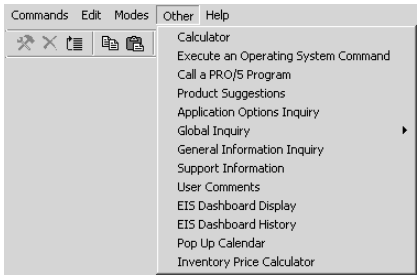
Select the options you want to use.



Command	Description
Verify Exit	When verification is on, you must press a key twice to verify that you want to exit or abandon functions.

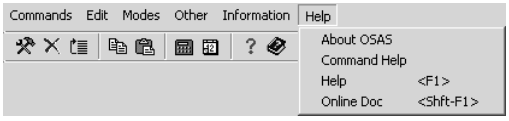
Command	Description
Bell	When the bell is turned on, it sounds at an error or when you must verify a command.
Quick	When this option is off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, select the option.
Verify PgDown	If verification is turned on, you must press **PgDn** twice to proceed to the next screen or to save your entries.

Other Commands Menu



See “Other Commands Menu” on page 1-24 for information on this menu’s commands.

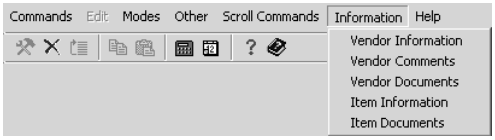
Help Menu



Command	Description
About OSAS	Opens the About OSAS dialog box.
Command Help	Opens the OSAS Key Help screen.

Command	Description
Help	Lists information about the field on which you are working.
Online Doc	Launches your .PDF file viewer and opens the documentation for the appropriate OSAS application.

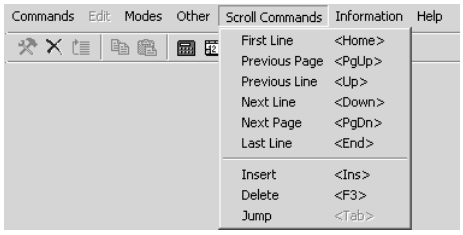
Information Menu



The **Information** menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

The **Information** menu also gives you access to documents attached to customer, vendor, employee, invoice, or other records. When the **Information** menu appears, select the appropriate **Documents** command to open the Documents screen where you can view document information or open attached documents.

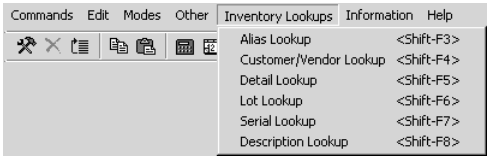
Scroll Commands Menu



The **Scroll Commands** menu appears only on screens with scroll regions.

Command	Description
First Line	Moves the cursor to the first data entry field.
Previous Page	Displays the previous page.
Previous Line	Moves the cursor up to the previous line.
Next Line	Moves the cursor down to the following line.
Next Page	Displays the following page.
Last Line	Moves the cursor to the last data entry field.
Insert	Inserts characters between pre-existing entries in a field.
Delete	Deletes the selected characters.
Jump	Moves the cursor to the next section of the screen in some functions.

Inventory Lookups Menu



If you use the Inventory application and the cursor is in an **Item ID** field, you can use any of the **Inventory Lookups** commands to search for information about items and select an item for entry in the field you are in.

Command	Description
Alias Lookup	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Customer/Vendor Lookup	Searches for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Detail Lookup	Searches for detailed information about an item. You can enter search information in any of the fields that appear using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Lot Lookup	Searches for an item based on lot number. When you enter the lot number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Serial Lookup	Searches for an item based on serial number. When you enter the serial number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Description Lookup	Searches for an item based on item description. When you enter the description, you can use the ***** and **?** wildcard characters to restrict or widen the search.

Function Screen Toolbar

Like the main menu's toolbar, the toolbar located near the top of function screens gives you quick access to frequently-used commands. Click the appropriate button to access a command.

Button	Result
	Opens the appropriate File Maintenance function to update information about the field you are in.
	Deletes the information on the screen. Since this command can delete an entire record, use it with caution.
	Moves the cursor back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
	Copies the contents of the current field.
	Pastes the contents you copied from a previous field into the current field.
	Opens the OSAS calculator screen.
	Opens the pop-up calendar. Use the calendar to add and review reminders for any date.
	Displays information about the field you are in.
	Opens your .PDF file viewer so that you can view the online documentation.

Right-Click Menu

The right-click menu gives you quick access to commonly used commands such as those used to access help, move around the function screen, work with information on EIS dashboards, and so on. The commands that are available on the right-click menu depend on the function and the field you are currently using.

Function Field Inquiry

When the Inquiry button appears next to a field on a function screen, you can either click the button or press the **F2** (Inquiry) key to open the inquiry screen and search for information.

Verification Buttons

When you've completed data entry on a function screen, you can either click **OK** or press **PgDn** to proceed to the next screen or to save your entries. Click **Abandon** or press **F5** to abandon entries.

Menu and Function Commands

OSAS lets you navigate around the main menu and function screens in a variety of ways. This section describes the commands that are available when you access a specific command. For example, accessing the **Help** command makes the **Maintenance** and **Exit** commands available while you are in that function. This section also describes how to navigate within scroll regions and fields while you work with OSAS functions.

Help Commands

When you use the **Help** (**F1**) command, you can use these commands.

Key	Operation
F3 (Delete)	Deletes the help screen content. To recover a deleted screen, copy the **xxHELP** file from the distribution media to the /**PROGxx** subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens. In graphical mode, you must first press **F6** to enter the edit screen for the help content before you can press **F3**.
F6 (Maintenance)	Edits a help screen.
F7 (Exit)	Exits the help screen and closes the window.

Inquiry Commands

When the Inquiry button appears next to a field or the **Inquiry** flag appears in the lower-right corner of the screen, the **Inquiry** command is available. Click the button or press **F2** to open the Inquiry screen to look up and select an appropriate entry.

The Inquiry screen operates in two modes: **Search** and **Sort**. You can toggle between these modes within an **Inquiry** window by pressing the **Ins** (Insert) key. You can also choose the default mode for Inquiry windows by using the **Defaults** function on the **Workstation Configuration** menu within **Resource Manager**.

- In **Search** mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you press **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In **Sort** mode, you can change the order of certain **Inquiry** windows by pressing the letter key associated with the window sort. You can see the available sorts in any **Inquiry** window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with **JAR**, enter **JAR** in the **ID** field *before* you use the **Inquiry** command. The Inquiry list starts with **JAR** and runs through the end of the list.

The following commands are available inside Inquiry windows. The scroll buttons are available in graphical mode only.

Key	Button	Description
Home		Moves directly to the first item on file.
PgUp		Displays the previous page of the window.
Up		Moves up one item.
Down		Moves down one item.
PgDn		Displays the next page of the window.
End		Moves directly to the last item on file.
Ins (Look Up)		Toggles between **Search** mode and **Sort** mode.
F7 (Exit)		Leaves the **Inquiry** window without selecting anything.
Enter		Selects the item to which the cursor is pointing.
Esc (View Commands)		Opens a window that shows **Inquiry** window commands and the Window ID. The **Esc** key is available in text mode only. In graphical mode, select **Command Help** from the **Help** menu to view a list of commands available.

Inventory Lookup

If you use the **Inventory** application and the cursor is in an **Item ID** field on a function screen, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field. In graphical mode, these commands are available on the **Inquiry Lookup** menu. In text mode, the **IN Search** flag appears at the bottom of the screen to alert you that these commands are available.

Command	Hot Key	Operation
Alias Lookup	**Shift+F3**	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Customer/ Vendor Lookup	**Shift+F4**	Searches for an item based on customer or vendor ID. When you enter the ID, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Detail Lookup	**Shift+F5**	Searches for detailed information about an item. Enter information in any of the fields that appear, using these wildcards to restrict or widen the search: *** ? < > =**.
Lot Lookup	**Shift+F6**	Searches for an item based on lot number. When you enter the lot number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Serial Lookup	**Shift+F7**	Searches for an item based on serial number. When you enter the serial number, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Description Lookup	**Shift+F8**	Searches for an item based on item description. When you enter the description, you can use the ***** and **?** wildcard characters to restrict or widen the search.

Scroll Region Commands

When the prompt (**>**) is in a line-item scroll region, you can use the following commands. The buttons are available only in graphical mode.

Hot Key	Button	Operation
Home		Moves to the first line item in the entire list.
Page Up		Moves to the previous screen or to the first line if you are on the first screen.
Up		Moves up one line item.
Down		Moves down one line item.
Page Down		Moves to the next screen or to the last line if you are on the last screen.
End		Moves to the last line item in the entire list.
F3		Deletes the line item in the selected line.
Insert		Inserts a line item at the selected line.
Enter		Edits or views the line item in the selected line.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following commands:

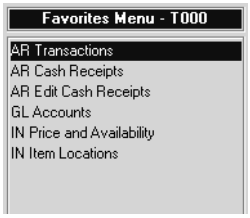
Hot Key	Description
Right	Moves the cursor to the right.
Left	Moves the cursor to the left.
Delete	Deletes the character the cursor is on.

Hot Key	Description
Insert	Switches insert mode on and off. When the **Insert** flag appears at the bottom of the screen, characters you enter push characters after the cursor over. When insert mode is turned off, characters you enter write over existing ones.
Home	Moves the cursor to the beginning of the field.
End	Moves the cursor to the end of the field.
F9 (Undo)	Restores a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command.
F10 (Delete to End of Line)	Deletes the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift+F9 (Copy Field Contents)	Copies the contents of the current field.
Shift+F10 (Paste Field Contents)	Pastes the value you copied from a previous field into the current field.

Favorites Menu

The **Favorites** menu operates in any of the menu formats and gives you quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions. After you've set up the menu, you can access the functions either by pressing **F2** or by selecting **Change to Favorites** from the graphical **Favorites** pull-down menu.

With the **Favorites** menu, you save time by eliminating the need to switch between applications. For example, if you perform tasks in several applications, such as using the **Transactions** and **Cash Receipts** function in Accounts Receivable, **GL Account** function in General Ledger, and **Price and Availability** and **Item Inquiry** functions in Inventory, you can set up a **Favorites** menu rather than moving between each application. The **Favorites** menu for the graphical main menu is illustrated below.



To set up the **Favorites** menu, do the following:

1. Select the function you want to add to the menu and press **F10** (or use the right-click menu in graphical mode).

2. Press **F2** to confirm that your selection was added.

To remove a function from the menu, follow these steps:

1. Select the function on the **Favorites** menu that you want to remove.

2. Press **F10** (or use the right-click menu in graphical mode).

Information Menu

The **Information** menu appears on some function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee.

The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Information

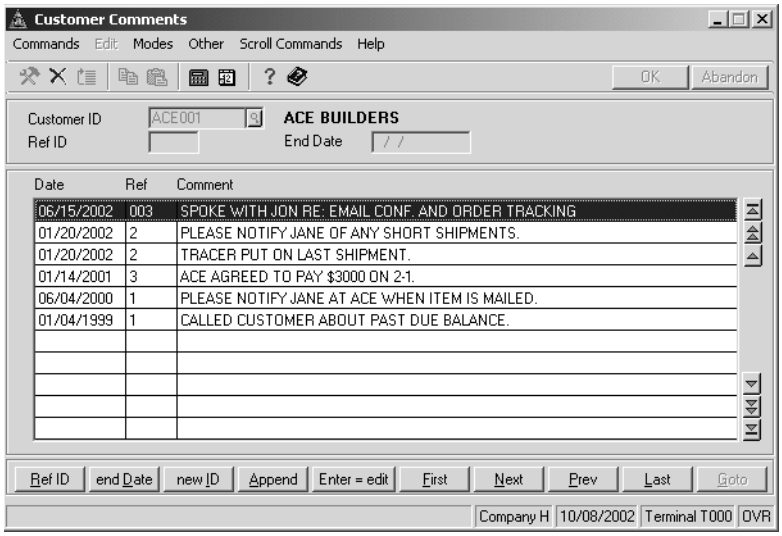
The **Information** command gives you general information about the subject. For customers, the **Information** command lists sale amounts and important dates, while for inventory items, the same command lists quantities, types, and base prices.

When the Information screen appears, enter the ID for which you want to view information. Use the commands available at the bottom of the screen to scroll between or select a new ID, then use the **Exit** (**F7**) command to return to the function screen from which you accessed the **Information** command.

Comments

Use the **Comments** command when it appears to view comments added through File Maintenance functions or to add comments about a customer, item, vendor, employee, or job.

The Comments screen appears after you access the **Comments** command. The Customer Comments screen is shown below as an example.



1. Enter the ID for which you want to view or enter comments in the ID field at the top of the screen. The **Inquiry** (**F2**) command is available.

2. The ID of the terminal you are working at appears in the **Ref ID** field. To work with comments for only the default reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.

3. Enter the date of the most recent comment you want to work with in the **End Date** field, or press **Enter** to work with all comments.

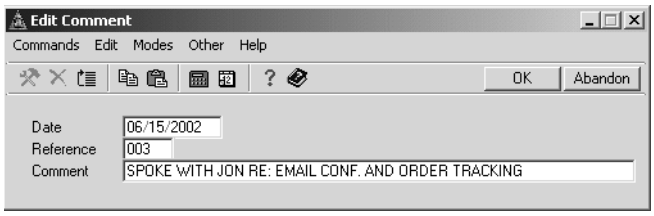
The date, reference, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID.

4. Use these commands to work with the comments on the screen:

   - Press **R** to return to the **Ref ID** field to enter a new reference ID.
   - Press **D** to return to the **End Date** field and enter a new end date by which to sort comments.
   - Press **I** to return to the ID field and enter a new ID for which to view or enter comments.
   - Press **A** to add a new comment. The Append Comment screen appears.
   - Press **E** to edit a selected comment. The Edit Comment screen appears.
   - Press **F** to view comments for the first ID on record.
   - Press **N** to view comments for the next ID on record.
   - Press **P** to view or edit comments for the previous ID on record.
   - Press **L** to view or edit comments for the last ID on record.
   - Press **G** to go to a specific comment. This command is available only when there is more than one screen of comments.

Adding or Editing Comments

The Append Comment screen appears when you add a new comment. The Edit Comments screen appears when you edit an existing comment. Other than the title, these screens are identical.



1. If you are working with a new comment, the system date appears; otherwise, the date entered for the comment you are editing appears. Accept this date, or enter a different date.

2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.

3. Enter or edit the comment, then press **Enter** to save the comment record.

History

When available, the **History** command gives you access to customer history in a manner similar to OSAS Inquiry functions. Select the customer for which you want to view detail information, enter a date from which to view information (if desired), then press **Enter** to view invoice or payment information.

Use the commands at the bottom of the screen to switch between or change customers, view totals, or select the line item to view. Use the **Exit** (**F7**) command to return to the function screen from which you accessed the **History** command.

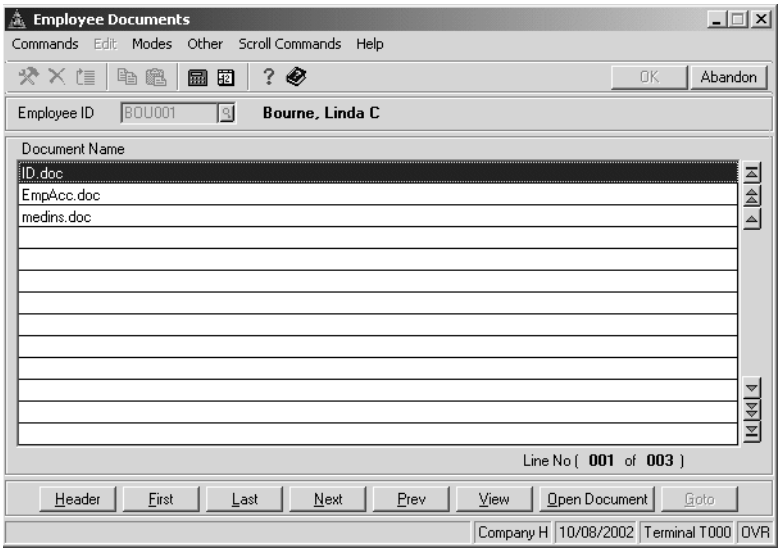
Documents

The **Documents** command lets you view or open documents attached to certain master file records. You cannot use this command to attach a document to a record; instead, use the appropriate File Maintenance function to attach documents.

Note

Before you can open documents, you need to have the appropriate file associations set up in the **File Types** function on the Resource Manager **Workstation Configuration** menu. The entries you make in this function help OSAS identify which software applications to use to open attached documents. See the *Resource Manager User's Manual* for more information.

The Documents screen appears after you access the **Documents** command. The Employee Documents screen is shown below as an example.


Employee Documents
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Employee ID BOU001 Bourne, Linda C
Document Name
ID.doc
EmpAcc.doc
medins.doc
Line No (001 of 003)
Header First Last Next Prev View Open Document Goto
Company H 10/08/2002 Terminal T000 OVR

Enter the ID for which you want to view attached documents. The **Inquiry** (**F2**) command is available.

Use these commands to view document information, open an attached document, or switch between or select a new ID:

- Press **H** to return to the header section to select a new ID.
- Press **F** to view documents attached to the first ID on record.
- Press **L** to view documents attached to the last ID on record.
- Press **N** to view documents attached to the next ID on record.
- Press **P** to view documents attached to the previous ID on record.
- Press **V** to view document information. The View Documents screen appears and lists the file name, directory path, and description of the attached document. Press any key to return to the Documents screen.
- Press **O** to open the attached document in the appropriate software application. You may need to edit the Resource Manager **File Types** function in order to associate files with your preferred applications.

Note

If you have problems opening a document, return to the function in which the document was attached and edit the attachment to change the direction of the slashes used in the directory path. If the directory path contains backward slashes (****), change them to forward slashes (***/***) and vice versa.

- Press **G** to go to a specific document line. This command is available only when there is more than one screen of line items.

Use the **Exit** (**F7**) command to return to the function screen from which you accessed the **Documents** command when you finish viewing documents.

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the **From**-**Thru** fields on the report screen blank. For example, if you want information about all the vendors to be in a report, leave the **Vendor ID From** and **Thru** fields blank.

- To limit the amount of information in the report, enter the range of information in the **From**-**Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both **From** and **Thru**. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.

Each field where you enter information on a report screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

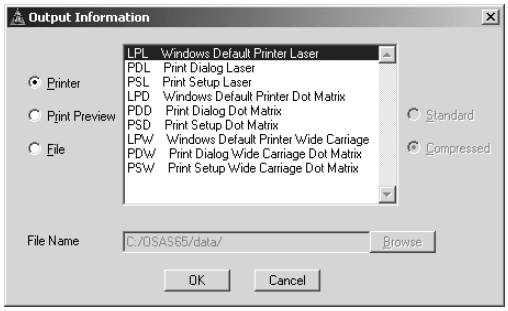
Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items would be labeled 000001 through 000020.

Output the Report

The type of menus you use controls which options are available to output reports. If you are using graphical function screens, you have the following output options: **Printer**, **Print Preview**, **File**, or **E-mail** (for selected reports). If you are using text function screens, you have these options: **Printer**, **Preview**, **File**, **Screen**, or **E-mail** (for selected reports). See the following instructions for details.

If you are using graphical screens, the Output Information dialog box appears after you select the range of information to print in the report.



If you are using text screens, these options appear at the bottom of the screen after you select what to print in the report and how it is organized.

```
Output device -  (P)rinter p(R)eview (F)ile (S)creen (E)nd
```

Print the Report

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

   Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. When available, either select **Standard** or enter **S** if you want to print the report in standard width or select **Compressed** or enter **C** if you want to print it in compressed width.

4. Click **OK** or press **Enter** to begin printing the report.

5. If you want to stop printing after it has begun, press **Ctrl+Break**.

6. Click **OK** or press **Enter** to continue.

View the Report using Print Preview (Windows Workstations Only)

The Print Preview option is only available for workstations running Windows. However, before Print Preview will work, you must add a **sysprint** device line in the **config.bbx** file for that printer. Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add this line.

Follow these steps to view a report using Print Preview:

1. Select **Print Preview** (in graphical screens) or enter **R** (in text screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

   Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. Click **OK** or press **Enter** to continue.

4. When available, either select **Standard** or enter **S** if you want to view the report in standard width or select **Compressed** or enter **C** if you want to view it in compressed width.

5. Press **Enter**. The **Print Preview** screen displays the report as it will look when printed out in hard copy.

6. To print from this screen, select **Print** from the **File** menu. To exit from this screen, select **Exit** from the **File** menu.

Save the Report as a File

To save the report as a text file, select **File** or enter **F**. The data path set up for the workstation in the **Defaults** function on the Resource Manager **Workstation Configuration** menu appears. If necessary, enter a new data path or click the **Browse** button to navigate to the correct directory, then enter the filename followed by the **.txt** extension. The filename plus extension that you enter must be less than 35 characters. Press **Enter** to save the report in that directory.

View the Report on Screen (Text Screens Only)

If you are using text screens, you can view selected reports directly in the OSAS screen. Keep in mind that this option displays the report one page at a time, storing previously viewed pages in the workstation's memory. Use the **Defaults** function on the Resource Manager **Workstation Configuration** menu to limit the number of screen pages you can view to conserve memory resources.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.

2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.

3. When the report appears, press **Enter** to view the next page or **Page Up** to view previous pages.

E-mail the Report

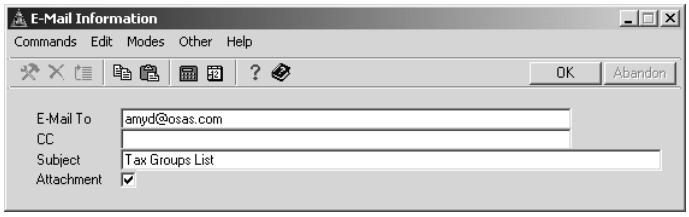
Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **System File Maintenance** menu.

You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1. Select **E-mail** or enter **M**.

2. When available, select **Standard** or enter **S** if you want to e-mail a standard width report or select **Compressed** or enter **C** if you want to e-mail it in compressed width. The E-Mail Information screen appears.



3. If you e-mailed this report previously, the last e-mail address to which you sent the report appears. Press **Enter** to use this address, change it if necessary, or enter a new e-mail address.

4. Enter another address to send the e-mail to as a carbon copy, if necessary.

5. OSAS automatically enters the name of the report in the **Subject** field. Change this subject line, if necessary.

6. Select the **Attachment** check box (or enter **Y** in text mode) to send the report as a text file attachment to the e-mail message. If you clear this box (or enter **N** in text mode), the report is sent in the body of the e-mail.

7. Click **OK** or press **Enter** to e-mail the report.

Report Commands

Use the following commands when a report appears on the screen:

Key	Operation
PgUp	Moves to the previous page of the report.
PgDn	Moves to the next page of the report.
Home	Moves directly to the top of a group of pages.
End	Moves directly to the bottom of a group of pages.
F7 (Exit)	Exits to the menu from any point in the report.
Left	Moves left one character.
Right	Moves right one character.
Tab (Toggle)	Toggles between the left and right halves of a report.
Up/Down	Moves a line up and down the screen to line up information when you toggle between halves of a report.

Installation and Conversion 2

Installation	2-3
Conversion	2-5

Installation

Before You Install Inventory

Make sure your system meets these minimum requirements before you install Inventory.

The Inventory system needs a minimum of 17 megabytes (17 MB) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you create and maintain.

The OSAS system requires at least one megabyte (1 MB) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Inventory

Use the **Install Applications** function in Resource Manager (see the *Resource Manager User's Manual*) to install Inventory. If you intend to use Bill of Materials/Kitting with Inventory, install it after you install Inventory.

Setting up Inventory

Once you have installed Inventory on your system, you must prepare your data files for everyday use.

You can prepare files for use with Inventory in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Manual*). For instructions on converting your files, see the "Conversion" section later in this chapter.

If you plan to use General Ledger, Accounts Payable or Purchase Order with Inventory, you must install and set up those applications before you set up Inventory.

Conversion

If you use an earlier version of OSAS Inventory, you can convert your files from the older version to the current version.

When you are ready to convert files, use the **Data File Conversion** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Inventory data files. You can upgrade from version 3.2, 4.xx, 5.xx, or 6.0x. If you want to convert to version 6.1 from a version earlier than 3.2, contact a client support representative.

Note

You must install the new version of Inventory before you convert files. You can replace and update the programs properly only by using the **Install Applications** function in Resource Manager.

You must complete all month-end and physical inventory tasks before you convert Inventory.

Before you convert an application's files, make note of the version number of the application you are converting from. The **Data File Conversion** function has no way of determining the information from within the function.

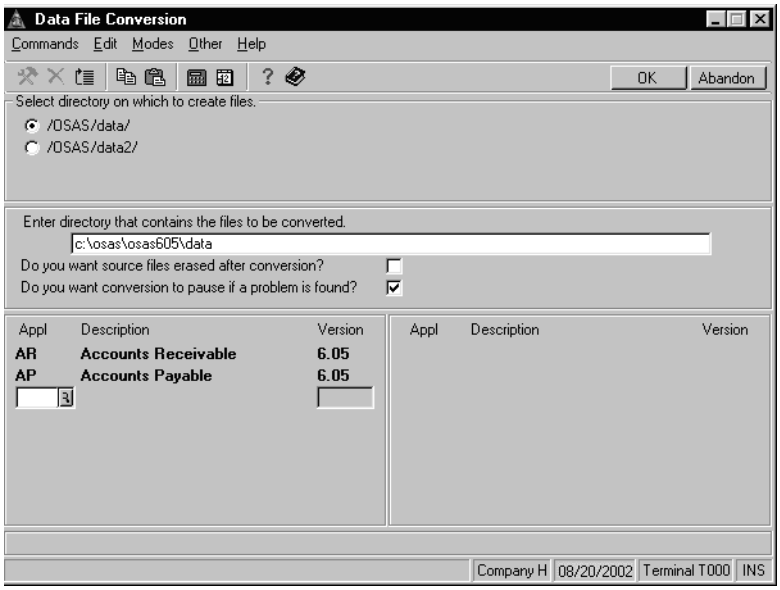
Before you convert an application's files, back up your data files.

Consider Your Setup

Before you try to convert from your version of Inventory, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure if your system is ready for conversion, consult your value added reseller.

Converting to Version 6.1

Select **Data File Conversion** from the **Company Setup** menu in Resource Manager. The Date File Conversion screen appears.



1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want the conversion process to pause if a problem occurs, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. Enter **IN** in the **Appl** column; **Inventory** appears.

6. Enter your earlier version number of Inventory, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift+F2** in text mode.

7. If data files already exist for Inventory in the intended destination path, the **IN data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8. To convert, use the **Proceed** (**OK**) command.

9. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Inventory files, your answer to this prompt makes no difference.

10. Answer the questions that appear relating to the conversion of the employee history and last-year files.

11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

12. When the process is finished, the files are converted. Select the output device for the error log.

    After conversion is finished and the error log is produced, the main menu—with Inventory added—appears.

Setup 3

Setup Considerations	3-3
Entering Your Data	3-11
Creating a Backup Schedule	3-31

Setup Considerations

Follow these steps to prepare for entering your data:

1. Define types of inventory items.
2. Organize your inventory items.
3. Set up codes and IDs.
4. Choose costing methods.
5. Determine options and interfaces.
6. Set up access codes.

Defining Types of Inventory Items

Many businesses have a variety of serial, nonserial, and service items. Serial numbers are used to track large-ticket items such as appliances, computers, and stereo equipment. Nonserialized items are regular inventory items identified by the item ID and description. Service items are work you perform for your customers—for example, service warranties and repair services.

Organizing Inventory Items

Items in Inventory are identified by an item number and a description. You can also assign additional identification to an item: product line, location, user-defined fields, bin number, status, vendor ID, unit of measure, serial number, and lot number.

In some of the Inventory reports functions, you can select the order the information is presented. You can sort the information by item ID or location ID using the Price Report; you can sort the information by product line or user-defined fields using the Valuation Report. Organize your inventory items with this information in mind.

Setting Up Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list, codes and IDs are sorted from lowest to highest and dashes represent blank spaces:

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.

- Items that make up a code are always listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /)
  numbers (0–9)
  uppercase letters (A–Z)
  lowercase letters (a–z)

Numbers are sorted as if they were letters. When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until they are in alphabetical order. For example, in the alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 alphabetically.

Listed below are some suggestions for setting up codes and IDs:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the part should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 instead of ACE-1.

- If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.

- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 001 and 002. (However, if you already use a numbered system, you may want to continue using it.)

- If you want to sort items by a particular attribute—name or group—put the attribute in the ID.

- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions.

Item IDs

Item IDs, which can be 20 characters long, identify items throughout Inventory and other OSAS applications. Items can have the same product line, location, and price ID; but no two items can have the same product line, location, price ID, *and* item ID.

Establish an item numbering system that organizes your inventory for your business. If you currently identify your items by a number, use that number as the ID. If you do not already have a numbering system, use the following suggestions to create one:

- Use as many of the 20 characters as you need to establish a logical system, but use as few characters as possible to identify your items.
- Leave room between IDs so that you can add items.
- Use IDs that make selecting ranges of items easy. For example, if all your inventory numbers for raw materials begin with RM (and no other items begin with RM), you can specify a range of inventory items such as RM0001 through RM0100 to print a report that lists only raw materials.

Location IDs

Location IDs, which can be six characters long, identify where you store your inventory items. If you currently identify your locations by a number, use that number as the ID. If you do not already have a numbering system, create an alphabetic or an alphanumeric system.

Product Lines

Product lines, which can be 12 characters long, categorize or identify groups of similar items. Product lines are used throughout Inventory in reports (as sort options) and physical counts.

When you set up product lines, set up a character sequence that identifies both a broad category and specific categories of items. For example, the first three characters could identify broad categories, and the remaining characters could identify a specific category.

Price IDs

Price IDs, which can be six letters long, identify customer-level pricing. You may want to set up price IDs for categories of items or items in particular locations.

Choosing Costing Methods

You must select a costing method for your items in the **Options and Interfaces** function in Resource Manager.

The *FIFO* (first-in, first-out) method uses the oldest items in your inventory as the basis for costing your sales and inventory. FIFO allocates the oldest unit costs to the cost of goods sold and the most recent unit costs to the ending inventory. When costs rise, the FIFO method yields the highest net income; when costs fall, the FIFO method yields the lowest net income.

The *LIFO* (last-in, first-out) method uses the last items brought into inventory as the basis for costing sales and inventory. When costs of your inventory items rise, the LIFO method yields the lowest net income of all the costing types; when inventory item costs fall, the LIFO method yields the highest net income.

The *average cost* method calculates a weighted average cost by dividing the total cost of all units of an inventory item by the number of units on hand.

The *standard cost* method is an estimate of costs you set yourself. For example, in a manufacturing operation the standard cost is the cost of the item plus costs of raw materials, labor, and overhead. Set up standard cost codes using the **Standard Cost Makeup Codes** function and assign them to item locations on the Item Locations Cost Information screen.

Determining Options and Interfaces

Interfaces

Inventory can be interfaced with General Ledger and Purchase Order. If you want to interface Accounts Receivable, Sales Order, Accounts Payable, or Bill of Materials/Kitting with Inventory, see the user's guides for those applications.

When Inventory interfaces with General Ledger, the inventory accounts assigned to the items in locations and in the specified transfer account are updated.

When Accounts Payable interfaces with Inventory, you can view information from Inventory about a purchased or a returned item: description, serialized item information, and unit of measure. The quantities, costs, and purchase history are updated in Inventory when you post transactions in Accounts Payable.

When Inventory interfaces with Purchase Order, the same information is exchanged as with Accounts Payable. In addition, the **INLDxxx** (Location Detail) file keeps track of quantities on order when you place orders through Purchase Order.

When Accounts Receivable interfaces with Inventory, you can view information from Inventory about a sold or returned item: price, cost, assigned general ledger account numbers, serialized item information, category code, and unit of measure. The sales quantities and amounts, costs, serialized item information, and sales history are updated in Inventory when you post transactions in Accounts Receivable.

When Sales Order interfaces with Inventory, the same information is exchanged as with Accounts Receivable. In addition, the **INLDxxx** file tracks the quantity committed when you place orders in Sales Order.

When Bill of Materials/Kitting interfaces with Inventory, you can track the assembly of raw materials in an assembly and group several items (otherwise sold separately) as one. When the assembly is completed, Bill of Materials/ Kitting updates the **INLDxxx** file.

Options

To set up each company's options and interfaces, use the Resource Manager **Options and Interfaces** function (see the *Resource Manager User's Manual*). **IN** is the application ID.

Your answers to the following questions determine how the system works and how information flows through it.

1. Toggle to **YES** or **NO** to indicate whether or not you want to interface General Ledger, Accounts Payable/Purchase Order, and Accounts Receivable/Sales Order.

   The interface options work independently of each other. You can respond to them with any combination of settings.

2. Toggle to **FIFO**, **LIFO**, **Average**, or **Standard** to indicate the costing valuation method you want to use.

3. Toggle to **YES** or **NO** to indicate whether or not you want to allow quantities to be edited online.

4. Toggle to **Average**, **Last**, **Base**, or **Standard** to indicate the cost you want to use for zero-quantity items.

5. Toggle to **YES** or **NO** to indicate whether or not you want to enter 1 to 10 lines of additional text for items.

6. Toggle to **YES** or **NO** to indicate whether or not you want to be able to enter price information for sales transactions.

7. Toggle to **YES** or **NO** to indicate whether or not you want to keep detail history for inventory. If you elect not to keep detail history for inventory, you cannot access the Inventory **Movement Report** and **Transaction History Report** functions.

8. Toggle to **YES** or **NO** to indicate whether or not you want to keep lot history. If you select **NO**, you cannot use the **Lot History Report** function.

9. Toggle to **YES** or **NO** to indicate whether or not you want to keep serial history. If you select **NO**, you cannot use the **Serialized History Report** function.

10. Toggle to **YES** or **NO** to indicate whether or not you want to show costs of items in sales transactions.

11. Toggle to **YES** or **NO** to indicate whether or not you want to post line-item detail or only summary information to General Ledger. You cannot select **YES** if you elected not to keep detail history.

12. Toggle to **YES** or **NO** to indicate whether or not you want the system to check for aliases in the **Item ID** field in reports.

13. Toggle to **Serial/Lot** or **Lot/Serial** to select the order you want to use for your transaction entry method.

14. Toggle to **YES** or **NO** to indicate whether or not you want to allow discounts on serialized items.

15. Toggle to **YES** or **NO** to indicate whether or not you want the system to display costs when you use the price and availability lookup.

16. Toggle to **YES** or **NO** to indicate whether you want to use On-line quantity synchronization. This option ensures that the totals in the **INQLx** and **INQTx** files are synchronized online as transactions occur.

Setting Up Access Codes

To restrict access to data files, menus, and functions that provide confidential information or are sensitive to change, use the Resource Manager **Access Codes** function to set up access codes on your system.

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

After you set up your access codes, print a list of the codes and store it in a safe place.

Entering Your Data

When you set up your inventory items, gather and enter the information in the order below. As you complete the setup steps, use the **Master File Lists** and **Master Code Lists** functions to print the information you entered in each step; use the lists as references throughout the setup process.

1. Set up the **INPDxxx** table.
2. Enter sales categories.
3. Enter customer levels.
4. Enter product lines.
5. Enter account codes.
6. Define forecast types.
7. Define standard cost makeup codes.
8. Define user-defined fields.
9. Define user-defined field sorts.
10. Enter locations.
11. Set up price structures.
12. Enter item IDs and descriptions.
13. Enter general information for items.
14. Define units of measure.
15. Set up alternate items.
16. Enter item locations.
17. Enter location information.
18. Enter location price information.
19. Enter location cost information.
20. Enter vendor information.
21. Enter bin information.
22. Enter lot information.
23. Enter serial information.
24. Set up promotional pricing.

Tables

Tables store information relating to the system, data, options and other applications.

Note

Use tables only to enter and store data. Do not delete or rearrange the account descriptions. The system looks for the information by the position of the account descriptions in the table.

Set up the **INPDxxx** table before you set up anything else. For information about this table and other Inventory tables, see Chapter 4.

If you are setting up multiple companies, you must set up an **INPDxxx** table for each one.

Sales Categories

Sales categories identify the market you sell groups of items to and help you analyze sales. They are used in Accounts Receivable and Sales Order to sort detail sales history.

Select **Sales Categories** from the **Code Maintenance** menu. Then enter each sales category and a description.

Customer Levels

Customer levels identify groups of customers you sell to and are used for pricing purposes, when you set up customers in Accounts Receivable and Sales Order, when you sell items, and in the **Price Structures** and **Promotional Pricing** functions.

Select **Customer Levels** from the **Code Maintenance** menu. Then enter each of your customer levels and a description of each customer level. Examples of customer levels are senior citizens, frequent buyers, contractors, and builders.

Product Lines

Product lines categorize your inventory items into groups of similar items. You can sort by product line in many reports, and you can specify the product lines you want to use when setting up promotional pricing.

Select **Product Lines** from the **Code Maintenance** menu. Then enter each product line and a description of each product line.

Account Codes

Account codes contain default accounts for posting to General Ledger. The accounts are paired under one account code, which can be assigned to an item. You can enter an account number for the following general ledger accounts:

- Sales
- COGS
- Inventory
- Work in process
- Inventory adjustment
- COGS adjustment
- Purchase price variance
- Physical count adjustment
- Transfer cost

The accounts you enter are used when the item is sold or returned through Accounts Receivable/Sales Order or purchased through Accounts Payable/ Purchase Order.

For more information about setting up general ledger accounts, see the *General Ledger User's Manual*.

Select **Account Codes** from the **Code Maintenance** menu. Then enter each account code or copy an existing code. Enter a description of each code and an account number for the GL accounts.

Forecast Types

Forecast types help you predict current and seasonal trends for your inventory items. You can set up a forecast type for seasonal, regular, slow-moving, or fast-growing items.

When you use forecast types, you must have sales history for the item. Sales history is used to accurately determine the reorder quantity and use for your inventory items.

When you assign a forecast type, you decide on the weight factor for the periods on which you want to base your forecast. How you determine the weight factor depends on the item you are working with and your reorder process. You might base your forecast 100 percent on last month's sales or on sales from one year ago. You can also split the weight factor; for example, you might base the forecast evenly on the last four months.

You can assign an adjustment percentage to determine sales increases or decreases. For example, if you are expecting sales to grow for the items in the forecast type, you may want to increase the percentage accordingly.

Once a forecast type is set up, it is assigned to an item in the **Item Locations** function. Then in the **Reorder Report** function, you can calculate reorder quantities, using the forecast type method.

Select **Forecast Types** from the **Code Maintenance** menu. Then enter each forecast type code or copy an existing code. Enter a description of each code, a weight factor from 0 (or leave the field blank) to 100 percent, and an adjustment percent for expected increases or decreases in demand.

Note

The total weight factor for the periods must equal 100 percent.

Standard Cost Makeup Codes

An item's standard cost is the amount an item should cost based on its standard costing model. The standard costing model varies from company to company and is usually used in a manufacturing environment.

If you use the standard costing valuation method, you must define cost codes that make up your standard cost. Cost codes are used on the Cost Information screen in the **Item Locations** function and define the composition of the standard cost for an item. Examples of standard costs for items are marketing, labor, and distribution costs.

Select **Standard Cost Makeup Codes** from the **Code Maintenance** menu. Then enter each cost code and it's description.

User-Defined Fields

You can set up 16 user-defined fields, which can be used to create check boxes or numeric and date fields. User-defined fields 1 and 2 are sort options in report functions. User-defined fields 3 to 16 are unsorted fields. You can view this information using the Items Inquiry screens. Use the General Information screen in the **Items** function to assign a user-defined field to an item.

When setting up the sorted fields, use fields that you sort by most often. These fields are used as sort options in several reports and in the **Calculate Reorders**, **Item Price Change**, **Cost Changes**, **Physical Inventory Selection**, and **Freeze Quantities** functions.

Select **User-Defined Fields** from the **Code Maintenance** menu. Then enter a user-defined field number and it's description.

Enter an unlimited number of field values and descriptions. For example, if **disk size** is your first user-defined field, you could list the available sizes of diskettes (3.5-inch, 5.25-inch) in the field values and use the description **3.5-inch diskette**.

If you leave a field value and description blank for a user-defined field, the user-defined field is free-form when you assign the user-defined fields to an item using the **Items** function.

User-defined field values are stored in the **INVEx.UF** file.

For more information about entering item information, refer to the **Item** function (see page 12-3).

User-Defined Field Sorts

In addition to the two sorted fields (user-defined fields 1 and 2), you can add two other sorting options that can be used in several reports.

Select **User-Defined Field Sorts** from the **Code Maintenance** menu. The user-defined fields you set up using the **User-Defined Fields** function appear. You can also choose to sort by product line.

Enter the description of the sort sequence that appears in the functions mentioned above. Then enter the number of the user-defined fields you want to appear first, second, and third in the sort sequence. You can choose between any of the 16 user-defined fields (or however many you set up) and the product line, but each user-defined field can be used only once in a sort sequence.

After you save your sort sequences, they are written to the **INVExxx** (Items) and the **INKYxxx** (Alternate Keys) files. If you want to change the sort sequence, you must back up your data files first.

Documents

You can attach multiple documents to customer records. However, you must set up file types in Resource Manager before you can attach documents. See the *Resource Manager User's Manual* for more information.

You can attach 999 documents per customer. The filenames are stored in the **INVEx.UD** file, but the documents remain as separate files.

For more information about entering item information, refer to the **Items** function (see page 12-3).

Locations

Locations are places your items are stored—warehouses, vendors, retail stores, receiving docks, repair locations, or cities. Location IDs should convey information about the location. For example, you might use VN0001 as the location ID for a vendor and WH0001 as the location ID for a warehouse.

Before you add items, you must set up at least one inventory location.

Select **Locations** from the **File Maintenance** menu. Then enter each location ID, the name of the location, the address, the city, the state, the zip code of the location, the contact person at the company, and the phone and fax numbers for the location.

If you plan to calculate reorders based on the EOQ, enter a default carrying cost percentage and an ordering cost amount. The carrying cost is the percentage it costs you to store the item at the location. The ordering cost is the amount it costs to place an order from the location.

Price Structures

You can define pricing in the Inventory system in several ways, and depending on the products your company sells, you might choose any of the following combinations of pricing:

- *Price Structures*: Price calculations can take the form of a discount (based on a percentage or a dollar amount) from several pricing fields or a markup from several cost fields. By combining a customer level and the price ID, you can develop many unique pricing structures.

- *Item Locations* (Price Information screen): Since you can sell an item in several units of measure, you must set prices for each unit, using the average, base, list, and minimum pricing fields. In addition, you can define quantity break pricing for each unit of measure.

- *Item Locations* (Price Information screen): To price items for customer groups, use customer-level pricing in the **Item Locations** function.

- *Promotional Pricing*: Use promotional pricing for short-term specials. You can specify beginning and ending dates for promotional prices.

Set up price IDs to store customer-level pricing information, an adjustment base, and adjustment amounts.

Price IDs can be assigned to an item using the **Items** function and to an item location using the **Item Locations** function. If a different price ID is set up at the location level from the price ID set up at the item level, the price ID set up at the item level is the default. You can also assign a price ID to a transaction using the **Inventory Transactions** function.

Select **Price Structures** from the **File Maintenance** menu, and enter a price ID or copy an existing ID. Then enter a description of the price ID, a customer level, a description of the customer level, an adjustment base, an adjustment type ($ or %), and the amount of the price adjustment.

Note

If a customer level is not found when the price is calculated, the default customer level NONE is used.

Item IDs and Descriptions

Item IDs and descriptions identify the inventory item and are used throughout Inventory.

To save time, set up one item first, following all the steps through **Serial Information** later in this chapter. Then when you enter new items, use the **Copy From** window to copy any of the following information:

- Alternate items
- User-defined fields
- Location information
- Price information
- Customer-level pricing

- Cost summary information
- Vendor information
- Bin information

Select **Items** from the **File Maintenance** menu. Then enter each item or copy an existing item record, and enter a description of the item.

If you elected to use additional descriptions in the **Options and Interfaces** function, you can add 1 to 10 lines of additional descriptions for the item.

If you choose to add or edit information on the General Information, Units of Measure, Alternate Items, and Item Locations screens, see the explanation of those screens below.

If you are entering a new item, you must enter general information.

General Information

The information you set up on the General Information screen is used at the item level and is not associated with a location.

1. Enter the status of the item: active, discontinued, obsolete, or superseded.

2. Enter the type of item you are working with: serial, nonserial, or service.

3. If Bill of Materials/Kitting interfaces with Inventory and the item will be described as a kit, set the flag to **YES**.

4. If you plan to set up lots for the item, you must set the flag to **YES**.

5. If you want the system to calculate the reorder point for the item, set the flag to **YES**. If you are planning to use the **Generate Purchase Requisitions** function, this flag must be set to **YES**.

6. Enter the smallest unit of measure for the item, which is your base unit of measure. Initially the base unit is also your default unit of measure, but you can change the default unit of measure on the Units of Measure screen.

7. If you want, assign a sales category to the item.
8. If you want, assign a product line to the item.
9. Enter the price ID you want to use for the item.
10. Enter the tax class for the item.
11. Enter the weight of the item.
12. The user-defined fields you set up in the **User-Defined Fields** function appear. Select and assign the user-defined fields for the item.

Units of Measure

You can assign an item a default unit of measure, unlimited alternate units of measure, a conversion factor, and a penalty amount. The base unit of measure must be your smallest unit of measure.

Note

You cannot change your base unit of measure if quantities are on file.

If the smallest unit of measure is EACH, you might use the following alternate units: a BOX of 10, a PKG (package) of 100, a CARTN (carton) of 500, and a CASE of 1000.

The conversion factor tells the system what portion of the base unit the alternate unit is. In the example above, you would enter the units with the following conversion factors:

Unit	Conversion Factor
EACH	1.00
BOX	10.00

Unit	Conversion Factor
PKG	100.00
CARTN	500.00
CASE	1000.00

The base unit of measure is EACH, but you can set up BOX as the default unit of measure if you sell the item most often in boxes.

The penalty amount determines the price when fractional parts of a unit are sold. For example, if a customer orders half a carton, you might add a penalty to the price because you have to sell part of a carton.

A penalty expressed as a percentage applies to the fractional part of the units sold, resulting in a unit penalty. A penalty expressed as a dollar amount applies to the inventory item, regardless of the quantity sold, resulting in a penalty per sale rather than per unit.

Make sure that your base unit of measure is set up. Then enter each unit of measure and a conversion factor for each unit of measure.

To charge a percentage that applies to the fraction of the units sold, enter **%**. To charge a dollar amount that applies to the entire sale, enter **$**. Then enter the percentage or the dollar amount of the penalty.

Alternate Items

Alternate items store additional identification about an item. You can choose to enter an alternate item ID, customer identification, alias identification, a superseded part number, a bar code, and vendor identification for an item.

Alternate Item ID

If you have items that are comparable or can be substituted for other items, you may want to set up alternate item IDs. The alternate item ID is used when you sell an item with insufficient quantities in inventory.

Customer ID

If Accounts Receivable/Sales Order interface with Inventory, you can assign customer IDs to an item. For example, if a customer uses PS145 as the identification for plumbing supplies, but your item ID is 700, you set up PS145 as the customer ID on the Alternate Items screen. Then when the customer calls to order more PS145 and you enter item ID PS145, a message gives you the inventory item ID 700.

Note

When you set up customer alternates, you must enter the customer ID in the source field.

Alias

An alias is another name for an item. You can define an alias as an alternate for any inventory item. For example, you might use an alias as an alternate if item 700 is also known as *plumbing supplies*. When you enter *plumbing supplies* as an item ID, a message lets you know that *plumbing supplies* is an alias for item 700.

Superseded

Superseded alternates are replacements for items that are no longer available for purchase or sale. For example, if you set up item 700 as the superseded alternate of item 100, each time you enter item 700 for a sale or a purchase, a message lets you know that item 700 was replaced by item 100.

Before you set up superseded alternates, change the status of the item to *superseded* using the **Items** function. The system does not find superseded alternates unless the status of the item is *superseded*.

Bar Code

If you use bar codes, set up the bar code alternate to record the identification number for an item. Then whenever a bar code is scanned or entered in an item ID field, the item ID appears.

Vendor ID

If Accounts Payable/Purchase Order interface with Inventory, you can assign vendor IDs to an item. For example, if a vendor uses VC200 as the identification for vacuum cleaners, but your item ID is 300, you can set up VC200 as the vendor ID on the Alternate Items screen. Then when you call the vendor to order more VC200 and you enter item ID VC200, a message gives you the inventory item ID 300.

Note

When you set up vendor alternates, you must enter the vendor ID in the source field.

For each alternate you set up, you can define a start date and an end date. If you want to keep the alternate indefinitely, leave the fields blank.

Item Locations

You can get to the Item Locations screen from the **Items** menu or the **File Maintenance** menu.

To save time when assigning locations to your inventory items, set up one location first, following all the steps through "Serial Information" later in this chapter. Then when you assign additional locations, use the Append Location window to copy any of the following information:

- Price information
- Customer-level pricing
- Cost summary information
- Vendor information
- Bin information

To add locations to the item you are working with, press **A**; the Append Location window appears.

Note

You must assign one location for each item.

If you choose to add or edit location, price, cost, vendor or bin information, and lot and serial numbers, see the explanations below.

If you did not identify the item as a lotted or a serialized item using the **Items** function, you cannot maintain the Lot Information or Serial Numbers screens.

If you are entering a new item, you must enter location information.

Location Information

Default Information

The default information you set up on the Location Information screen is used at the item location level.

1. Enter the default vendor ID.
2. Enter the default bin number. It appears in Physical Inventory reports and on picking slips.
3. Enter the default price ID.
4. Enter the number of days it takes the default vendor to ship the item to you. The default lead time is used in the calculation of the order point for the item.

5. You can assign a status to both an item and an item location. When assigning statuses, remember that the item is the primary source (the item location status is dependent on the item status). For example, if you want to change the status of an item from *active* to *discontinued*, the only place you need to change the status is at the item level. When you change the status of the item to *discontinued*, all the statuses for the item at the location level are converted to *discontinued*.

   The following list shows the relationship between the item status and the item location status.

Item Status	Item Location Status
Active	Active, Discontinued, Obsolete, Superseded
Discontinued	Discontinued, Obsolete, Superseded
Obsolete	Obsolete, Superseded
Superseded	Superseded

   If the item is active, the item location status can be active, discontinued, obsolete, or superseded. If the item is discontinued, the item location status can be discontinued, obsolete, or superseded. If the item is obsolete, the item location status can be obsolete or superseded. If the item is superseded, the item location status can be only superseded.

Note

When you enter transactions, the system reads the status of the item location. You cannot purchase an item with obsolete, discontinued or superseded status, and you cannot sell an item with obsolete status.

6. Enter the default forecast type. The forecast type assigned to the item is used in the calculation of the reorder point if you are using the forecast type method.

Inventory Value

The item value, COGS adjustment, and adjusted value fields appear.

Order Quantities

Set up the following order quantities for the item:

- The maximum order quantity is the maximum number of units you want to have on hand at one time. It is used in the **Reorder Report** when you use the Min/Max calculation method.
- The order point is an estimate of the quantity you will use during the order process plus safety stock you want to maintain. If you want the system to calculate reorders, fill in an order point for the item.
- Safety stock is the minimum number of units you want to keep on hand at all times because of uncertainty in the order process.
- The EOQ is the quantity you want to order weighted against the cost to place an order versus the cost to carry additional stock to inventory. EOQ is used in the **Reorder Report** when you use the EOQ calculation method.
- The minimum order quantity is the minimum quantity you want on hand. The minimum order quantity is used in the **Reorder Report** when you use the Min/Max calculation method.

GL Accounts

You assign GL accounts to an item location. Enter a GL account code for the item location.

Item Quantities

Enter the in-use, committed, and on-order quantities for the item location. The available quantity (on hand minus committed minus in use) appears. The on-hand quantity is entered on the Cost Information screen or the Serial Numbers screen.

Location Price Information

Set up unit-of-measure pricing, quantity breaks, and customer-level pricing on the Item Locations Price Information screen.

Unit of Measure Pricing

In unit-of-measure pricing you can enter prices and quantity breaks for the item. Unit-of-measure pricing is specific to the unit of measure with which you are working.

In the Edit Price Information window, you can enter the average, base, list, and minimum prices.

If you entered a price ID for the item, the price information you enter here overrides any other price information previously specified.

If you want to set up quantity breaks, enter the quantity, adjustment type ($ or %), and price adjustment.

Customer-Level Pricing

In customer-level pricing you can enter customer levels to use for the unit, the adjustment base, the adjustment type ($ or %), and the amount of the price adjustment. Indicate whether or not you want promotional prices to override the price adjustment amount for the customer level you set up.

Location Cost Information

Enter the average, last, and base costs. The average cost is a weighted average cost of on-hand quantities. The last cost is based on the value in the last Purchase Order transaction or purchases transaction in Accounts Payable. The base cost is used for calculating prices as a markup from cost.

If you are using the EOQ method to calculate reorders and you want to override what you set up in the Locations function, enter the EOQ overrides.

If you want to calculate standard cost, enter your standard cost codes that make up the standard cost of the item location.

If quantities are already assigned to the item, you can enter cost detail information, but you will not have a record of your cost history. To keep records of your cost history, use the **Inventory Transactions** function on the **Daily Work** menu.

Enter the current date, the on-hand quantity, and the unit cost of the item. The extended cost is calculated.

For lots, enter the lot number associated with the item. For serialized items, you must enter cost information on the Serial Numbers screen. For both lotted and serialized items, enter cost information on the Serial Numbers screen.

Vendor Information

Enter each vendor ID; the name of each vendor; the number of days it takes the vendor to ship the item to you; the order quantity, cost, and number; and the date of the last purchase of the item from the vendor. If the vendor gives quantity breaks, enter the quantity, cost, and units you must purchase before receiving the quantity break.

Bin Information

Bins identify where the item is located. They are assigned to an item location on the Location Information screen.

Enter each bin ID. If you use bins during the physical count process, the other fields on this screen will contain historical information about the last physical count.

Lot Information

A lot can contain many items, but the same item cannot be in both lot A and lot B. A lot can also have many serial numbers, but the same serial number cannot be in both lot A and lot B.

Use the Cost Information screen and the Lot Information screen in the **Item Locations** function to enter quantities for lots. (You can also enter quantities using the **Inventory Transactions** or **Location Transfers** functions.)

Enter the lot numbers in the Edit Lot Information window of the Lot Information screen, the date the lot expires, and a comment about the lot.

When you add a lot, the status *sold* appears until you enter on-hand quantities for the lot. Then the status changes to *available*. If you add lots for your history records that are past the expiration date, the status *expired* appears. If you add lots for historical purposes and all the quantity buckets are at zero, the status *sold* appears.

Enter the quantity of the lotted item. The available quantity (on hand minus committed minus in use) appears. The on-hand quantity is entered on the Cost Information screen.

The purchase information of the lot appears unless you are entering lots for the first time.

Serial Information

Use the Serial Numbers screen in the **Item Locations** function to enter quantities for serial numbers. (You can also enter quantities using the **Inventory Transactions** or **Location Transfers** functions.)

Enter the serial number in the Edit Serial Information window of the Serial Numbers screen. Then enter a status for the serial number, a comment about the serial number, the date the item was received into your inventory, the purchase cost of the serial number, and the price of the serial number.

Note

When you are setting up serial numbers, you can enter a *lost* status for your historical records without affecting the on-hand quantity. However, if you change the status of a serial item to *lost* after quantities are entered, the on-hand quantity is reduced by one.

The vendor and customer information after a sale or a purchase appears.

Promotional Pricing

Set up promotional pricing for a group of price IDs, customer levels, item IDs, location IDs, units, and user-defined fields using the **Promotional Pricing** function.

Promotional pricing is the last price the system checks when assigning a price for an item. If more than one promotional price is set up, the one closest to the current date is the default.

Enter a promotional price ID or copy an existing ID. Then enter a description of the promotional price ID and the start and end dates of the promotional price; select which price ID, customer levels, item IDs, location IDs, units, and user-defined fields you want the promotional pricing to affect; and enter an adjustment base, the adjustment type ($ or %), and the amount for the price adjustment.

Creating a Backup Schedule

Back up your Inventory data files whenever they change and before you run these functions:

- Inventory Transactions
- Location Transfers
- Post Transactions
- Post GL Adjustments
- Year-End Maintenance
- Purge Selected Files
- Update Perpetual Inventory

Back up your programs once a month as insurance against diskette damage or deterioration.

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have changed; if you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

Work Flow 4

Daily Tasks	4-3
Periodic Tasks	4-15

Daily Tasks

Perform these daily tasks to keep your inventory up to date:

1. Add items.
2. Enter transactions.
3. Enter location transfers.
4. Back up the Inventory data files (see Chapter 3).
5. Produce the Transaction Journal.
6. Produce the Transfers Journal.
7. Post transactions.
8. Produce the GL Adjustments Journal.
9. Post GL adjustments.

Adding Items

You usually use the **Items** function to add items, but you can also use the **Maintenance** (**F6**) command in the **Inventory Transactions** and **Location Transfers** functions. If you use the **Maintenance** (**F6**) command, you must know the numbering system your business uses.

Note

If you use the **Maintenance** (**F6**) command to add items using the **Inventory Transactions** and **Location Transfers** functions, only some of the information listed below appears. You must follow the steps to add information about the item.

When you add items, follow these steps:

1. Enter item data in the Items function: general information, user-defined fields, units of measure, alternates, and location information.

2. Enter location information in the Item Locations function: item location defaults, quantities, pricing, costs, and vendors.

Entering Transactions

You can enter three types of inventory transactions: adjustments, sales, and purchases.

Adjustment and purchase transactions are updated online; sales transactions are updated when you post. When you enter transactions, the default value in the **Cost** field depends on the type of transaction with which you are working.

If you track serial or lot numbers, one of four screens appears when you enter an adjustment, a purchase, or a sale. (The item must have serial-tracking or lot-tracking status.)

- If you are working with a lotted item, the Lot Entry window appears.
- If you are working with a serialized item, the Serial Number Entry window appears.
- If you are working with both a serialized and lotted item and you elected to sort by serial number then lot, the Serial/Lot Number Entry window appears.
- If you are working with both a serialized and lotted item and you elected to sort by lot then serial number, the Lot/Serial Number Entry window appears.

Adjustments

Adjustment transactions correct differences in quantity, such as might be found during a physical count. Adjustment transactions are also used to adjust quantities and costs of transactions posted from other applications.

When you enter an adjustment to increase the quantity of an item, the on-hand and available quantities increase, and the last cost of the item appears in the **Cost** field but can be changed.

When an adjustment to increase the quantity is made to a serialized item, the serial number cannot exist in the **INSNxxx** (Serial Numbers) file; you must enter a new serial number and cost. When an adjustment to increase the quantity is made to a lotted item, you must enter the number, quantity, and unit cost of each lot.

When you enter an adjustment to decrease the quantity of an item, the on-hand and available quantities decrease, and the costing method you are using (FIFO, LIFO, average, or standard) appears in the **Cost** field but can be changed.

When an adjustment to decrease the quantity is made to a serialized item, the serial number must be in the **INSNxxx** file and must have *available* status; the cost comes from the **INSNxxx** file and cannot be changed. When an adjustment to decrease the quantity is made to a lotted item, you must enter a lot number that is in the file, the quantity of the lot, and the cost.

Sales

Sales transactions are used to process customer sales. If you do not have the Accounts Receivable/Sales Order applications, use the **Sale** option on the Inventory Transactions screen to enter new customer orders, verify orders, invoices, and miscellaneous credits.

- *New Order*: Use the *new order* status to record sales orders shipped at a later date. A new order increases the quantity committed and decreases the quantity available.

  When you enter a new order, the costing method you are using (FIFO, LIFO, average, or standard) appears in the **Cost** field and cannot be changed.

- *Verify Order*: Use the *verify order* status to record goods shipment for sales orders. A v*erify order* status decreases the quantity committed, increases the quantity in use, and does not affect the quantity available.

  When you enter a verify order, the costing method you are using (FIFO, LIFO, average, or standard) appears in the **Cost** field and cannot be changed.

When you enter a verify order for a serialized item, the serial number must be in the **INSNxxx** file and have *available* status. When you enter a verify order for a lotted item, you must enter a lot number that is on file and the quantity.

- *Invoice*: Use the *invoice* status to record sales activity. Sales invoices are items that are sold and shipped at the same time. An invoice combines the *new order* and *verify order* statuses, increases the quantity in use, and decreases the quantity available.

  When you enter an invoice, the costing method you are using (FIFO, LIFO, average, or standard) appears in the **Cost** field and cannot be changed.

  When you enter an invoice for a serialized item, the serial number must be in the **INSNxxx** file and have *available* status. When you enter an invoice for a lotted item, you must enter a lot number that is on file and the quantity.

- *Miscellaneous Credit*: Use the *miscellaneous credit* status when a customer returns goods to you. A miscellaneous credit decreases the quantity in use and increases the quantity available.

  When you enter a miscellaneous credit, the costing method you are using (FIFO, LIFO, average, or standard) appears in the **Cost** field, but you can change it.

  When you enter a miscellaneous credit for a serialized item, either the serial number cannot be in the **INSNxxx** file or if the serial number is in the **INSNxxx** file, it must have *sold* status. If the serial number is in the **INSNxxx** file, you cannot change the cost; if it is not, you must enter a cost. When you enter a miscellaneous credit for a lotted item, enter a lot number, the quantity, and the cost.

Purchases

Purchase transactions are used to process purchases you make from vendors. Purchasing activity is usually performed through the Accounts Payable/Purchase Order applications. If you do not have these applications, you can purchase items by entering a new order, goods received, invoices, and miscellaneous debits.

- *New Order*: Use the *new order* status to place orders that will be sent to you at a later date. A new order increases the quantity on order and does not affect the quantity available.

  When you enter a new order, the last cost of the item appears in the **Cost** field, but you can change it.

- *Goods Received*: Use the *goods received* status to update the quantity and cost of the goods you received from the vendor. Goods received increase the quantity on hand, decrease the quantity on order, and increase the quantity available.

  When you enter goods received, the last cost of the item appears in the **Cost** field, but you can change it.

  When you enter goods received for serialized items, you must enter a new serial number, and you can choose whether or not to generate serial numbers. When you enter goods received for lotted items, enter a lot number, the quantity, and the cost.

- *Invoice*: Use the *invoice* status to record purchases of inventory items that were not placed on order. An invoice increases the quantity on hand and the quantity available.

  When you enter an invoice, the last cost of the item appears in the **Cost** field, but you can change it.

  When you enter an invoice for serialized items, enter a new serial number, and choose whether or not to generate serial numbers. When you enter an invoice for lotted items, enter a lot number, the quantity, and the cost.

- *Miscellaneous Debit*: Use the *miscellaneous debit* status when you return goods to a vendor. A miscellaneous debit decreases the quantity on hand and the quantity available.

  When you enter a miscellaneous debit, the average cost appears in the **Cost** field, but you can change it.

When you enter a miscellaneous debit for serialized items, the serial number must be in the **INSNxxx** file with *sold* status; you cannot enter a cost. When you enter a miscellaneous debit for lotted items, enter a lot number, the quantity, and the cost.

The table below illustrates how adjustments, sales, and purchases affect quantities. Both adjustment and purchase quantities are updated immediately; sales quantities are not updated until you post transactions.

Relationship Between Quantities and Transactions

Transactions/ Status	Quantity Committed	Quantity In Use	Quantity On Hand	Quantity On Order	Quantity Available
Adjustment:					
Increase			Increase		Increase
Decrease			Decrease		Decrease
Sale:					
New Order	Increase				Decrease
Verify Order	Decrease	Increase			N/A
Invoice		Increase			Decrease
Transaction Post		Decrease	Decrease		
Misc. Credit		Decrease			Increase
Purchase:					
New Order				Increase	N/A
Goods Received			Increase	Decrease	Increase
Invoice			Increase		Increase
Misc. Debit			Decrease		Decrease

The table below shows the transaction type, the default in the **Cost** field, and whether or not you can change the value in that field. If the default in the **Cost** field is **Costing Method**, the value that appears is based on the costing valuation method you set up in the **Options and Interfaces** function in Resource Manager (FIFO, LIFO, average, or standard).

Note

The **Cost** field for sales transactions appears only if you elected to show the cost for sales transactions in the **Options and Interfaces** function in Resource Manager.

Costs in Transactions

Transactions/Status	Default in Cost Field	Allowed to Change Cost?
Adjustment:		
Increase	Last Cost	Yes
Decrease	Costing Method	Yes
Sale:		
New Order	Costing Method	No
Verify Order	Costing Method	No
Invoice	Costing Method	No
Misc. Credit	Costing Method	Yes
Purchase:		
New Order	Last Cost	Yes
Goods Received	Last Cost	Yes
Invoice	Last Cost	Yes

Costs in Transactions		
Transactions/Status	**Default in Cost Field**	**Allowed to Change Cost?**
Misc. Debit	Average Cost	Yes

Entering Location Transfers

Use the **Location Transfers** function to move inventory items from one location (source location) to another (destination location).

When you enter a transfer, the system updates the quantities and files online. The quantity on hand and available for the source location is decreased by the number of items sent to the destination location. The quantity on hand and available for the destination location is increased by the number of items sent from the source location.

The default value in the **Unit Cost** field is based on the type of costing method you are using and cannot be changed. The unit cost is the total cost divided by the total quantity transferred.

If the transfer incurs expenses, you can allocate them.

If you track serial or lot numbers, one of three screens appears. (The item must have serial-tracking or lot-tracking status.)

- If you are working with a lotted item, the Lot Entry window appears.
- If you are working with a serialized item, the Serial Number Entry window appears.
- If you are working with both a serialized and lotted item and you elected to sort by serial number then lot, the Serial/Lot Number Entry window appears.

If you are transferring serialized items, the serial number must be in the **INSNxxx** file; you can add the transfer cost, but the unit cost of the item cannot be changed. If you are transferring a lotted item, you can add destination lots and transfer costs, but you cannot change the cost of the unit item.

Producing the Transaction Journal

After you have entered all your adjustments, sales, and purchases and before you post transactions, print the **Transaction Journal**. The journal is a record of transactions entered using the **Inventory Transactions** function. Use the journal to verify the quantity, costs, and prices for transactions and as an audit trail of inventory activity.

Producing the Transfers Journal

After you have entered all the location transfers and before you post transactions, print the **Transfers Journa**l. The journal is a record of the transfers that were entered in the **Location Transfers** function. Use the journal to verify the quantity of each item transferred, number of units, transfer cost, and unit and extended cost and as an audit trail of inventory activity.

Posting Transactions

Adjustment, purchase, and location transfer transactions (including history) are updated online; sales transactions are updated during the post.

Before you post, complete these tasks:

- If you have a multiuser system, make sure that no one else is using the Inventory system.
- Print the **Transaction Journal**.
- Back up all the data files.

When you post transactions for adjustments, purchases, and location transfers, the general ledger accounts are updated. When you post sales, the in-use and available quantities, the general ledger accounts, and sales history are updated.

If Inventory interfaces with General Ledger, debit and credit entries are created in the **GLJRxxx** (Journal) file. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

If Inventory does not interface with General Ledger, use the **Post Transactions Log** to manually adjust the accounts affected by this function.

When you post transactions, entries are made to these accounts:

Adjustment: increase in quantity and value; the reverse is true for a decrease.

Inventory		Adjustment	
DB			CR

Purchase: increase in quantity and value

Inventory		Adjustment	
DB			CR

Sale: decrease in quantity and value

Inventory		COGS		Sales		Adjustment	
	CR	DB			CR	DB	

Transfer: decrease from source, increase in destination, add transfer cost

IN - Source		IN - Destination		Transfer Cost		Destination Cost	
	CR	DB			CR	DB	

Producing the GL Adjustments Journal

The **GL Adjustments Journal** is a record of the cost-of-goods-sold (COGS) adjustments and purchase price variances (PPV) in the **INCJxxx** (COGS Journal) file. Use it to verify that the adjustments are correct.

A COGS adjustment is made under these circumstances:

- The estimated cost is different from the actual cost. For example, suppose that you receive an item at an estimated cost of $20, but you do not receive the invoice. You then sell the item to a customer. When you receive the invoice, the cost of the item is $25. The variance of $5 is posted to the general ledger.

- You enter a quantity adjustment for an item on the Inventory Adjustments screen in the **Inventory Transactions** function.

- You enter multiple receipts for an item in Purchase Order at different costs and then receive the invoice for the first receipt at a different cost than the last receipt cost.

A purchase price variance is the difference between the standard cost and the actual price paid for the item in the standard costing valuation method. For example, if your standard cost for an item is $50 and you purchase the item at $60, the purchase price variance between the standard cost and what was paid for the item is $10.

Before you post GL adjustments, print the **GL Adjustments Journal** to verify that the adjustments are correct.

Posting GL Adjustments

Use the **Post GL Adjustments** function to post COGS adjustments and purchase price variances to the general ledger.

Before you post, print the **GL Adjustments Journal** and back up all the data files.

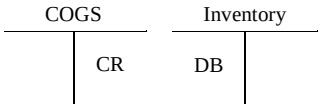
Both COGS adjustments and purchase price variances in Inventory are updated online. COGS adjustments are stored in the **INCJxxx** file. A COGS adjustment in Accounts Payable/Purchase Order is updated when transactions are processed. A COGS adjustment in Accounts Receivable/Sales Order is updated when transactions are posted.

If Inventory interfaces with General Ledger, debit and credit entries are created in the **GLJRxxx** file. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

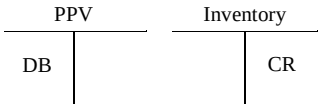
If Inventory does not interface with General Ledger, use the **Post GL Adjustments Log** to manually adjust the accounts effected by this function.

When you post GL adjustments, entries are made to these accounts:

COGS Post: increase value



Purchase Price Variance: standard cost higher than purchased cost



Periodic Tasks

You must perform these tasks periodically:

1. Calculate reorders.
2. Produce the Reorder Report.
3. Generate purchase requisitions.
4. Select physical inventory.
5. Freeze quantities.
6. Print physical inventory tags.
7. Print physical inventory worksheets.
8. Enter the physical count.
9. Produce the Batch List.
10. Produce the Physical Count List.
11. Produce the Variance Report.
12. Produce the Physical Count Valuation Report.
13. Update perpetual inventory.
14. Change the price of items.
15. Change costs.
16. Verify quantities.
17. Do year-end maintenance.
18. Purge selected files.
19. Rebuild item quantities.
20. Print selected reports.

Calculating Reorders

Depending on your type of business, you might calculate reorders daily or periodically. Use the **Calculate Reorders** function to determine the order point for items, based on the EOQ, Min/Max, and Forecast methods.

Note

The system calculates reorders only for items with *active* status. If the status of the item or the item location is *discontinued*, *superseded*, or *obsolete*, reorder quantities for the items are not calculated.

In the **Calculate Reorders** function, you can choose the items you want to include in the **Reorder Report**. In the **Reorder Report** function, you can choose one or all of the reordering methods listed below. The method you choose to reorder your quantities by depends on the item you are reordering and your type of business.

EOQ Method

The Economic Order Quantity (EOQ) method balances the cost to place an order with the cost to carry additional stock in inventory.

Min/Max Method

Distributors often use the Minimum/Maximum (Min/Max) method for reordering. When an item reaches its minimum on-hand quantity, an amount is ordered to bring the balance up to the maximum on-hand quantity.

Forecast Method

Companies that carry seasonal items often use the Forecast method for reordering items. The amount to reorder is based on the weighting factor for the current period, sales history, and an adjustment factor.

Producing the Reorder Report

After you select the items you want to include in the reorder process, you can produce the **Reorder Report**. Use the **Reorder Report** to analyze the reordering methods for the items, locations, product lines, and user-defined fields you selected. If you include items that are above the order point, the report lists all the items. If you do not include items that are above the order point, the report lists only items that must be purchased at this time.

Generating Purchase Requisitions

If Purchase Order interfaces with Inventory, use the **Generate Purchase Requisitions** function to create purchase requisitions.

To generate purchase requisitions with the method that shows the least quantity you need to reorder (EOQ, Min/Max, and Forecast), select the Least Quantity calculation method. To generate purchase requisitions with the method that shows the greatest quantity you need to reorder, select the Greatest Quantity calculation method.

Selecting Physical Inventory

Periodically counting inventory items and changing the quantities in the system ensures accurate, up-to-date records.

Use the **Physical Inventory Selection** function to enter batch IDs and to set up your physical count process.

Batch ID

You can assign a batch ID to items, locations, bins, product lines, and user-defined fields. The batch ID is used throughout the physical count process to group similar items together for counting purposes.

Use Tag Numbers

You can assign an inventory tag with a unique number to items. This number identifies the item number, location, bin, serial number (one tag per serial number), or lot within an item (one tag per lot).

You can print preassigned tag numbers using the **Print Physical Inventory Tags** function. If you print tag numbers, use the **Physical Counts Tag Entry** function to enter your counts.

You can also use tag numbers but choose not to print tag numbers. For example, you might use tag numbers as a tool to verify the number of bins you are counting, but use worksheets to record the actual count. The tag number for each bin is entered using the **Physical Counts Worksheet Entry** function and used to verify that all the bins were counted. In the **Physical Count List**, an asterisk marks out-of-sequence or missing tag numbers.

Display Frozen Quantities

When you display frozen quantities, the system's quantities in the **INQTxxx** (Quantity Totals) file appear on the screen. You can compare the system totals with your count totals.

Note

If you are entering exceptions only, frozen quantities do not appear.

Enter Exceptions Only

With the **Enter Exceptions Only** toggle, counted and frozen quantities are equal and appear on the screen, so you enter only physical discrepancies.

Default Frozen Quantities

If you choose to default counted quantities for each item, the counted quantity defaults to the system's frozen quantity when you access each line on the entry screen. For example, if you count five of item 400 and then access the line on the screen that contains item 400, the frozen quantity (also five) appears in the **Counted Quantity** field.

Note

If you chose to enter exceptions, the **Default Frozen Quantities** toggle is automatically turned off.

Print Items With Zero Quantities

When you choose to print items with zero quantities, all items (including those with zero quantities) appear on the worksheet or tags list.

Freezing Quantities

Use the **Freeze Quantities** function to freeze the system quantities anytime before you begin the physical count process. Freeze the quantities in the system only if all the adjustments, purchases, and sales have been made and you are ready to do your physical count.

After you freeze quantities, you can continue processing inventory transactions while verifying your physical count.

Note

If you change your selections in the **Physical Inventory Selection** function after your quantities are frozen, the tags and worksheets may be incorrect. In addition, you may need to print more tags and worksheets if items were added to the batch.

Printing Physical Inventory Tags

If you use tag numbers, print the inventory tags for the items/locations, bins, and serial and lot numbers. (You can assign the starting tag number.) Attach each tag to the appropriate bin so that the person who counts the contents of the bin can record the count.

If you did not select the option to print tag numbers but decide you need to, you can change your selection on the Print Physical Inventory Tags screen. (The selection is set to print tags on the Physical Inventory Selection screen.)

Printing Physical Inventory Worksheets

If you use worksheets to record the physical count of your inventory, use the **Print Physical Inventory Worksheets** function to print them. They provide lines for each item/location, bin, serial number, and lot number.

Entering Physical Counts

If you use tags for physical counts, enter the physical count quantities in the **Physical Counts Tags Entry** function. If you use worksheets for physical counts, enter the physical count quantities in the **Physical Counts Worksheet Entry** function.

Producing the Batch List

Use the **Batch List** to verify the batches that are used and their statuses. The list shows what has or has not been completed in the physical count process. For example, it might show that the tags and worksheets have been printed but that the counts have not been entered.

It can also show the items, locations, bin numbers, product lines, user-defined fields in the batch, and the selection toggles.

Producing the Physical Count List

Produce the **Physical Count List** after you have entered physical counts to verify that the correct quantities were entered for the batches.

Producing the Variance Report

Produce the **Variance Report** after you have entered and verified the physical count of your inventory. The report shows the difference between the counts you entered and the on-hand (frozen) quantities in the system. Variances are expressed as a quantity and a dollar amount, and they are based on your inventory valuation method.

Producing the Physical Count Valuation Report

Produce the **Physical Count Valuation Report** before you update your inventory accounts. The report shows frozen and updated quantities and their values.

Updating Perpetual Inventory

Before you update your perpetual inventory, complete these tasks:

- Enter the physical counts for each batch.
- Print the **Variance Report**.
- Back up all the data files.

The on-hand quantities in the item records are updated by the difference between the frozen quantity and the physical counts you entered, and the Month- and Year-to-Date COGS Adjustments fields are updated by the variance amounts.

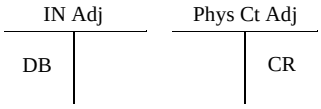
The variance amounts are based on the inventory valuation method you use. If you use the LIFO or the FIFO method and no cost is available (for example, because the item has no on-hand quantity), the system updates quantities using the zero quantity method selected in the **Options and Interfaces** function in Resource Manager.

If Inventory interfaces with General Ledger, debit and credit entries are created in the **GLJRxxx** file. If you post detail (line item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

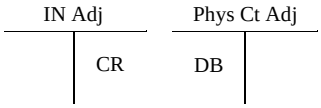
If Inventory does not interface with General Ledger, use the **Update Perpetual Inventory Log** to manually adjust the accounts effected by this function.

When you update perpetual inventory, entries are made to the inventory and physical count adjustment accounts:

Variance: increase in inventory



Variance: decrease in inventory



Changing Prices

To change the prices for large groups of items, product lines, locations, or price IDs, use the **Item Price Change** function. Before you can use this function, units-of-measure pricing must be set up for the items.

When you change the prices of items, each item's unit price is adjusted by the percentage or dollar amount you specify. When you change the prices of a price ID, the price breaks in the price record are adjusted by the percentage or dollar amount you specify.

Changing Costs

To change the base or standard cost for large groups of items, product lines, and user-defined fields, use the **Cost Changes** function. If you use the standard costing valuation method, you can change standard cost codes.

If you change the base cost for items, the base cost on the Cost Information screen in the **Item Locations** function is updated.

When you change the cost of an item, the item's cost is adjusted by the percentage or dollar amount you specify.

Verifying Quantities

The Quantity Cross Verification function compares the **INQTxxx** (Quantity Totals) file and the **INQLxxx** (Quantity Locations) file to make sure that the quantities match. Although these files are updated in the same functions, produce the log periodically to check their accuracy. If the quantity files do not match, totals in reports are incorrect.

The **Quantity Cross Verification** function checks the on-hand total in the **INQTxxx** file and verifies that the total records for each location in the **INQLxxx** file are the same. If lots are used, the quantity for lots in the **INQLxxx** file is compared. If serial numbers are used, the quantity of serial numbers is compared.

The system changes inconsistencies between the two files and updates them. The **Quantity Cross Verification Log** shows the inconsistencies and the adjustments the system made to the files. If quantity discrepancies are not found when you produce the log, it is blank.

Year-End Maintenance

Year-end maintenance prepares for the upcoming year. It increments the current fiscal year by one in the **INPDxxx** table, and it creates new records for the **INHSxxx** (Summary History) file if you keep summary history.

Before using the **Year-End Maintenance** function, complete these tasks:

- Set the **INPDxxx** table to the company for which you are doing the year-end maintenance.
- Post the Inventory transactions for the year in which you are performing the maintenance. You do not need to post Inventory transactions that are for the next year.
- If you have a multiuser system, make sure that no one else is using the **INHSxxx**, **INQLxxx**, **INQTxxx**, **INTB**, and **INVExxx** files.

Purging Selected Files

To delete records that contain information you no longer need, use the **Purge Selected Files** function. This periodic procedure prevents files from growing so large that they slow down the processing speed of your system.

Before you delete files, complete these tasks:

- Print the relevant reports for each file listed below.
- Back up your data files.
- Make sure that no one else is using the Inventory files listed below.

If you elected not to keep serial, lot, detail, and summary history, you cannot delete information from the **INSHxxx**, **INLHxxx**, **INHIxxx**, and **INHSxxx** files.

INSNxxx

Delete the serial numbers you no longer need from the **INSNxxx** (Serial Numbers) file. If you keep serial history, print the **Serialized History Report** before purging this file.

INLTxxx

Delete the lot numbers you no longer use from the **INLTxxx** (Lot Detail) file. If you do not keep lot history, lots with a quantity of zero are deleted, regardless of the date they were sold. If you keep lot history, print the **Lot History Report** before purging this file.

INAIxxx

Delete the alternate items you no longer need from the **INAIxxx** (Alternate Items) file.

INPPxxx

Delete the promotional pricing IDs you no longer use from the **INPPxxx** (Promotional Pricing) file. Print the **Price Report** before deleting promotional price IDs.

INSHxxx

Delete serial history from the INSHxxx (Serial History) file. Print the Serialized History Report before you delete information from this file.

INLHxxx

Delete lot history from the **INLHxxx** (Lot History) file. Print the **Lot History Report** before you delete information from this file.

INHIxxx

Delete detail history for transactions from the **INHIxxx** (Detail History) file. Print the **Transaction History Report** before you delete information from this file.

INHSxxx

Delete summary history from the **INHSxxx** (Summary History) file. Print the following reports before you delete information from this file:

- Inventory Movement Report
- Valuation Report
- Cost Variance Report
- Slow/Fast Movement Report
- Sales Analysis Report
- Gross Profit Analysis Report
- Trend Analysis Report

Rebuilding Item Quantities

Whether you use Inventory as a standalone application or other applications are interfaced with Inventory, use the **Rebuild Item Quantities** function to update item quantities. Back up your data files and make sure that no one is using the system before you use this function.

Printing Selected Reports

Periodically, print selected reports to analyze your items and review information needed to make decisions about inventory and your company. Use the functions on the **Reports** menu and the **Slow/Fast Movement Report** function.

Information Inquiry 5

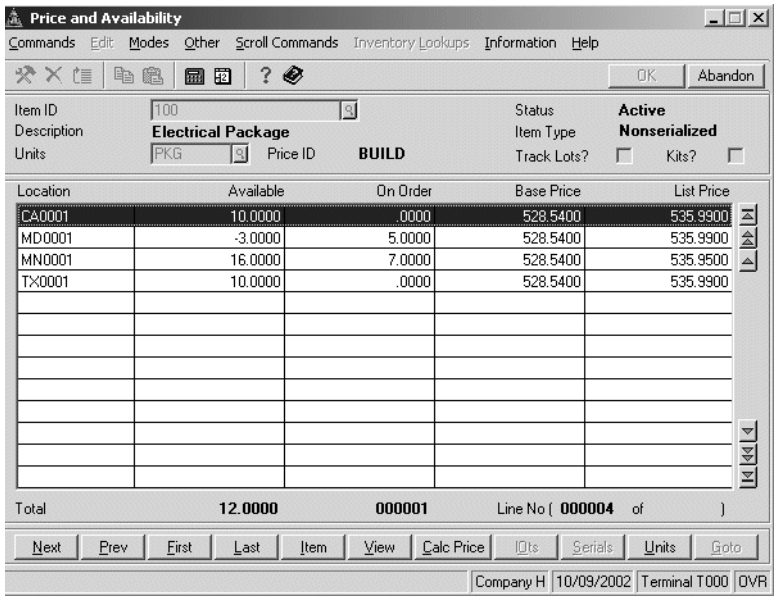
Price and Availability	5-3
Summary History	5-13
Detail History	5-15
Movement History	5-19
Sales Trending	5-21
Items	5-23
Item Locations	5-31
Location Items	5-41
Costs and Vendors	5-57
Lot Numbers	5-61
Serial Numbers	5-63

Price and Availability

Use the **Price and Availability** function on the **Information Inquiry** menu to view an item's available and on-order quantities at each location and to view base and list prices for an item.

To add or change information on this screen, use the **File Maintenance Item Locations** function.

Select **Price and Availability** from the **Information Inquiry** menu. The Price and Availability screen appears.


Price and Availability
Commands Edit Modes Other Scroll Commands Inventory Lookups Information Help
OK Abandon
Item ID 100
Description Electrical Package
Units PKG
Price ID BUILD
Status Active
Item Type Nonserialized
Track Lots?
Kits?
Location Available On Order Base Price List Price
CA0001 10.0000 .0000 528.5400 535.9900
MD0001 -3.0000 5.0000 528.5400 535.9900
MN0001 16.0000 7.0000 528.5400 535.9500
TX0001 10.0000 .0000 528.5400 535.9900
Total 12.0000 000001 Line No (000004 of)
Next Prev First Last Item View Calc Price IDts Serials Units Goto
Company H 10/09/2002 Terminal T000 OVR

Inquiry

1. Enter the ID of the item whose quantities and price information you want to view.

Inquiry

2. Enter the unit of measure for the item.

If the **Track Lots?** check box is selected, the item is a lotted item. This check box is set using the **Items** function within the **File Maintenance** menu. For more information on the lotted item, see the **Item Locations** function within the **File Maintenance** menu.

If the **Kits?** check box is selected, the item is kitted. This check box is set using the **Items** function within the **File Maintenance** menu. For more information on the kitted item, see the **Kits** function within the **File Maintenance** menu of Bill of Materials/Kitting.

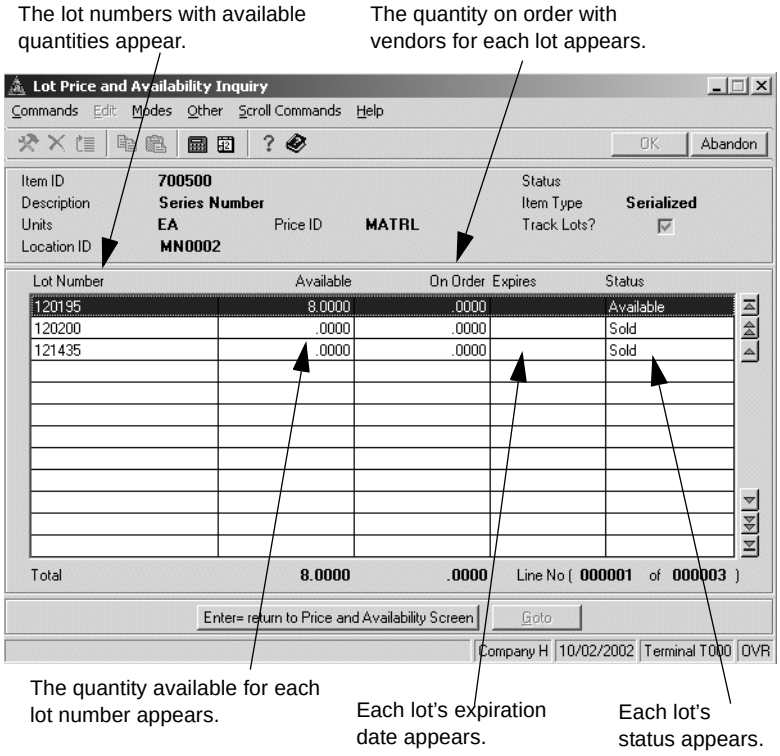
3. Select a command:

   - Press **N** to view the next item record on file.
   - Press **P** to view the previous item record on file.
   - Press **F** to view the first item record on file.
   - Press **L** to view the last item record on file.
   - Press **I** to go to the **Item ID** field and enter a different item ID.
   - Press **V** to view detailed information about an item. The Item Price and Availability Detail window appears.
   - Press **C** to calculate an item's price. The Price Calculator dialog box appears.
   - Press **O** to view detailed information about lots. The Lot Price and Availability Inquiry screen appears.
   - Press **S** to view detailed information about an item. The Serial Number Price and Availability Inquiry screen appears.
   - Press **U** to go to the **Units** field and enter a different unit of measure for the item.

- Press **G** to go to a specific location (this command is available only if there is more than one screen of information).
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Lot Price and Availability Inquiry

This screen appears when you select **O** to view lot availability and on-order quantities at each location.

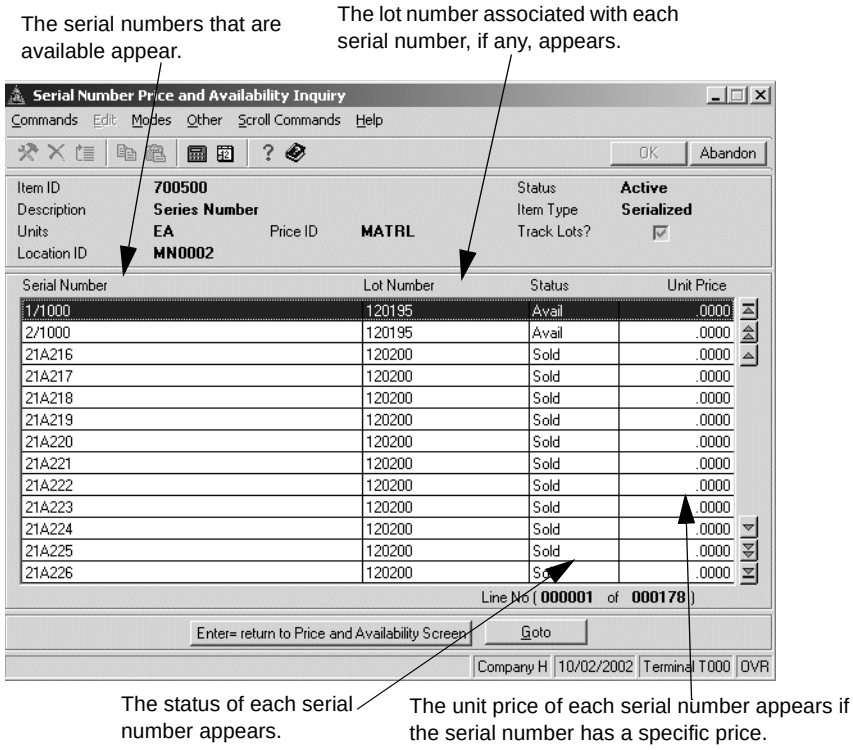

The lot numbers with available quantities appear.
The quantity on order with vendors for each lot appears.
Lot Price and Availability Inquiry
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Item ID 700500
Description Series Number
Units EA Price ID MATRL
Location ID MN0002
Status
Item Type Serialized
Track Lots?
Lot Number Available On Order Expires Status
120195 8.0000 .0000 Available
120200 .0000 .0000 Sold
121435 .0000 .0000 Sold
Total 8.0000 .0000 Line No (000001 of 000003)
Enter= return to Price and Availability Screen
Goto
Company H 10/02/2002 Terminal T000 OVR
The quantity available for each lot number appears.
Each lot's expiration date appears.
Each lot's status appears.

Select a command:

- Press **Enter** to return to the Price and Availability screen.
- Press **G** to go to a specific lot number (this command is available only if there is more than one page of lot numbers).
- Use the **Exit** (**F7**) command to exit to the **Information Inquiry** menu.

Serial Number Price and Availability Inquiry

This screen appears when you press **S** to view a serial item's availability and unit price at each location.

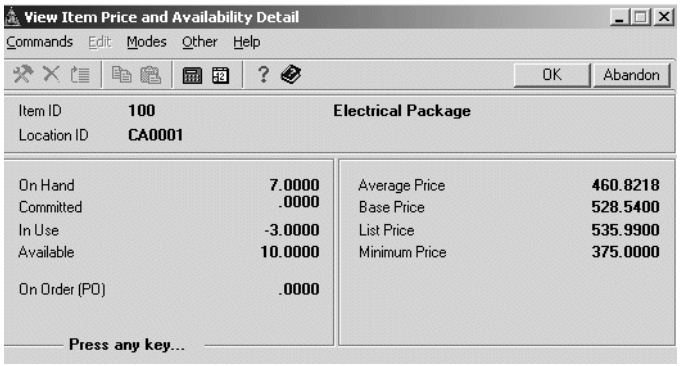

The serial numbers that are available appear.
The lot number associated with each serial number, if any, appears.
Serial Number Price and Availability Inquiry
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Item ID 700500
Description Series Number
Units EA
Price ID MATRL
Location ID MN0002
Status Active
Item Type Serialized
Track Lots?
Serial Number
Lot Number
Status
Unit Price
1/1000 120195 Avail .0000
2/1000 120195 Avail .0000
21A216 120200 Sold .0000
21A217 120200 Sold .0000
21A218 120200 Sold .0000
21A219 120200 Sold .0000
21A220 120200 Sold .0000
21A221 120200 Sold .0000
21A222 120200 Sold .0000
21A223 120200 Sold .0000
21A224 120200 Sold .0000
21A225 120200 Sold .0000
21A226 120200 Sold .0000
Line No (000001 of 000178)
Enter= return to Price and Availability Screen
Goto
Company H 10/02/2002 Terminal T000 OVR
The status of each serial number appears.
The unit price of each serial number appears if the serial number has a specific price.

Select a command:

- Press **Enter** to return to the Price and Availability screen.
- Press **G** to go to a specific serial number (this command is available only if there is more than one page of serial numbers).
- Use the **Exit** (**F7**) command to exit to the **Information Inquiry** menu.

Item Price and Availability Detail

This dialog box appears when you press **V** to view the on-hand, committed, in-use, available, and on-order quantities for an item. You can also view the average, base, list, and minimum prices for an item.

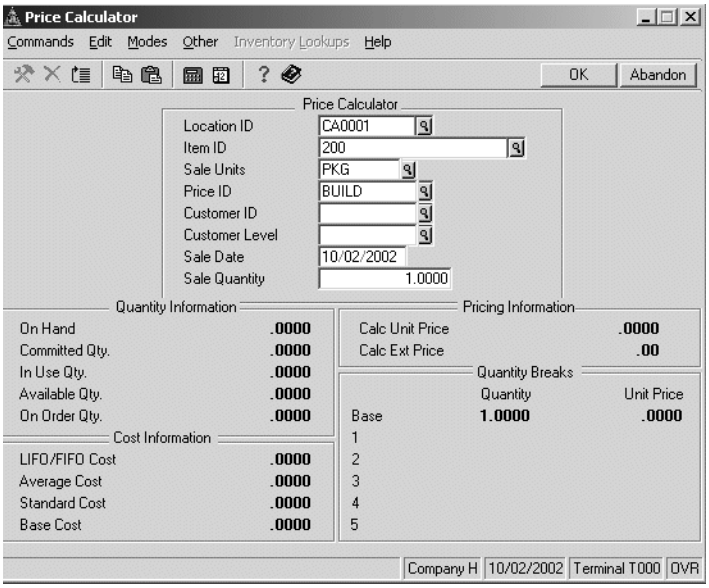


The information in the Item Price and Availability Detail dialog box comes from the Location Information and Price Information screens in the File Maintenance **Item Locations** function.

To exit to the Price and Availability screen, press any key.

Price Calculator

This dialog box appears when you press **C** to calculate the price of any quantity of items for a customer.



Field Definitions

	Field Name	Description
Inquiry	**Location ID**	Enter a location ID.
Inquiry	**Item ID**	Enter an item ID.
Inquiry	**Sale Units**	Accept the current unit of measure, or enter a different one.
Inquiry	**Price ID**	Enter a price ID (*optional*).
Inquiry	**Customer ID**	Enter a customer ID (*optional*).

Inquiry

Field Name	Description
Cust Level	Enter a customer level (*optional*).
Sale Date	Accept the default sale date, or enter a different date.
Sale Quantity	Accept the default quantity, or enter a different quantity.
On Hand Qty	The quantity on hand appears.
Committed Qty	The committed quantity appears.
In Use Qty	The in-use quantity is appears.
Available Qty	The available quantity appears.
On Order Qty	The on-order quantity appears.
LIFO/FIFO Cost	This field appears if you elected in the Resource Manager **Options and Interfaces** function to show costs in the price and availability lookup. The LIFO/FIFO unit cost appears.
Average Cost	This field appears if you elected in the Resource Manager **Options and Interfaces** function to show costs in the price and availability lookup. The average unit cost appears.
Standard Cost	This field appears if you elected in the Resource Manager **Options and Interfaces** function to show costs in the price and availability lookup. The standard unit cost appears.
Base Cost	This field appears if you elected in the Resource Manager **Options and Interfaces** function to show costs in the price and availability lookup. The base unit cost appears.

Field Name	Description
Calc Unit Price	The calculated unit price appears.
Calc Ext Price	The calculated extended unit price appears.
Base	The base level appears.
Quantity	The sale quantity levels appear.
Unit Price	The unit price for each quantity break appears.

To return to the Price and Availability screen, use the **Exit** (**F7**) command.

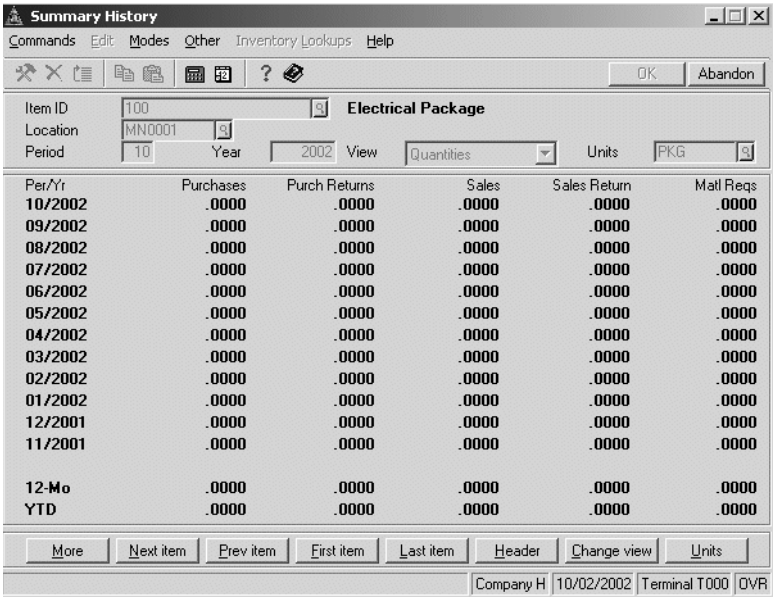
Summary History

Use the **Summary History** function on the **Information Inquiry** menu to view information from the transaction history records for an item: number of items sold, purchased, transferred, adjusted, requisitioned, built, and issued for a period and year.

The Summary History screen has two sections. Use the default Summary History screen to view the totals of the items purchased or returned, COGS, COGS returned, and requisitions. When you press **M**, the second section of the screen appears, and you can view the totals of transfers, adjustments, builds, and issues.

To add or change information on this screen, use the **Inventory Transactions** function or the **Location Transfers** function.

Select **Summary History** from the **Information Inquiry** menu. The Summary History screen appears.



Inquiry

1. Enter the ID for the item for which you want to view summary history.

Inquiry

2. Enter the ID of the location for the item.

3. Enter the period for which you want to view summary history.

4. Enter the year for which you want to view summary history.

5. Enter Q to view the total amounts in quantities. Enter D to view the total amounts in dollars.

Inquiry

6. Enter the unit of measure for the item.

7. Select a command:

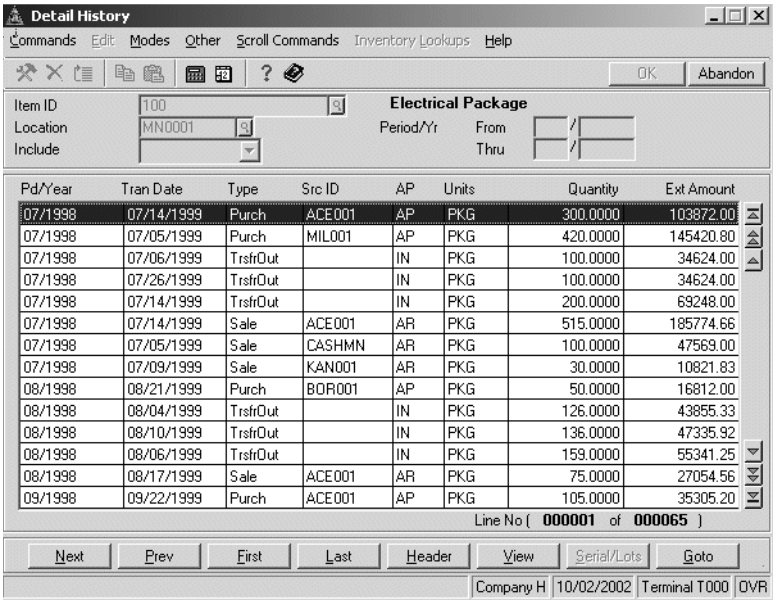
   - Press **M** to view totals of transfers, adjustments, builds, and issues.
   - Press **N** to view the next item record on file.
   - Press **P** to view the previous item record on file.
   - Press **F** to view the first item record on file.
   - Press **L** to view the last item record on file.
   - Press **H** to go to the **Item ID** field and change any of the header information.
   - Press **C** to switch between viewing totals in quantities or dollars.
   - Press **U** to go to the **Units** field and enter a different unit of measure for the item.
   - To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Detail History

Use the **Detail History** function on the **Information Inquiry** menu to view selected information about transactions: period and year the transaction took place, transaction date, type of transaction, source ID, application, units, quantity, and total amount. If you do not keep detail history, you cannot use this function.

To add or change information on this screen, use the **Inventory Transactions** function or the **Location Transfers** function.

Select **Detail History** from the **Information Inquiry** menu. The Detail History screen appears.



Inquiry

1. Enter the ID of the item for which you want to view detail history.

Inquiry

2. Enter the location ID for the item.

3. Enter **P** to include purchase transactions, **S** to include sales transactions, **M** to include material requisitions, **T** to include transfers, **A** to include adjustments, **B** to include builds, and **L** to include all transactions for the item.

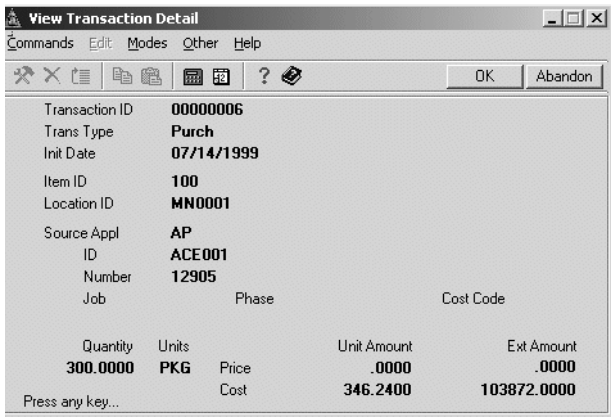
4. Enter the range of periods and years you want to see.

5. Select a command:

   - Press **N** to view the next item record on file.
   - Press **P** to view the previous item record on file.
   - Press **F** to view the first item record on file.
   - Press **L** to view the last item record on file.
   - Press **H** to go to the **Item ID** field and change any of the header information.
   - Press **V** to view detailed information about a transaction. The View Transaction Detail window appears.
   - Press **S** to view lot and/or serial number detail for an item in history.
   - Press **G** to go to a specific detail history line (this command is only available if there is more than one page of detail history).
   - To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

View Transaction Detail

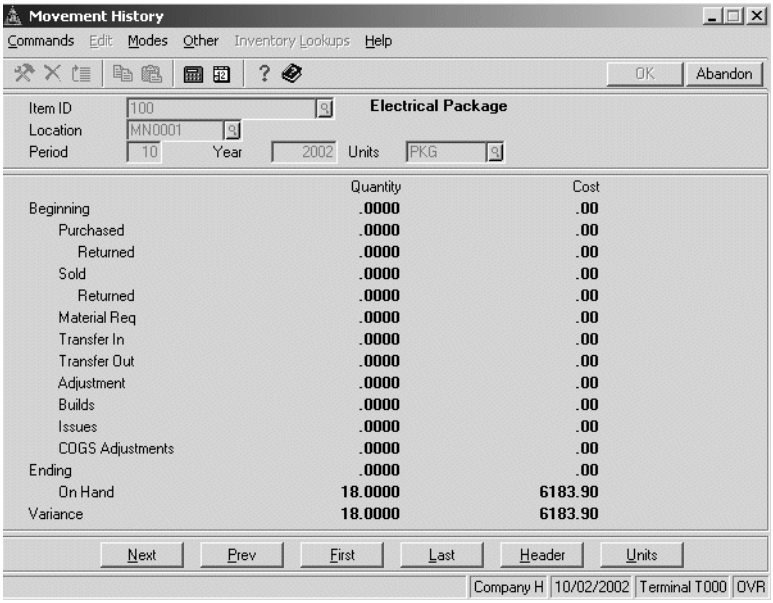
This dialog box appears when you press **V** to view such detailed information about the transaction as the unit price and cost.



The information in the View Transaction Detail dialog box comes from the **Inventory Transactions** function, the **Location Transfers** function, and interfaced applications. To return to the Detail History inquiry screen, press any key.

Movement History

Select **Movement History** from the **Information Inquiry** menu to view transaction records for an item, including information about selected transactions. If you do not keep detail history, you cannot use this function.



Inquiry

1. Enter the ID of the item for which you want to view movement history.

Inquiry

2. Enter the location ID for the item.

3. Enter the range of periods and years you want to see.

4. Enter the range of years you want to see.

Inquiry

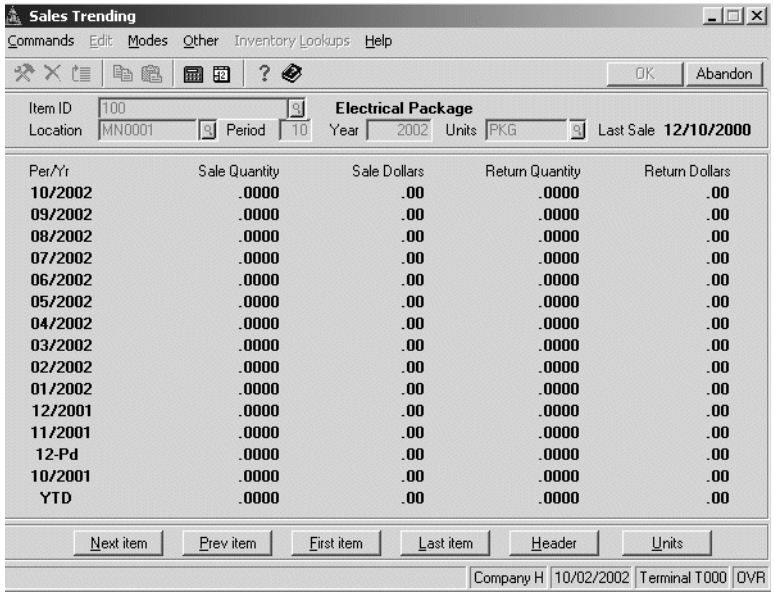
5. Enter a unit of measure for the item you want to view.

6. Select a command:

   - Press **N** to view the next item record on file.
   - Press **P** to view the previous item record on file.
   - Press **F** to view the first item record on file.
   - Press **L** to view the last item record on file.
   - Press **H** to go to the **Item ID** field and change any of the header information.
   - Press **U** to go to the **Units** field and enter a different unit of measure for the item.
   - To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Sales Trending

Select **Sales Trending** from the **Information Inquiry** menu to view the quantity sold and returned for an item and its value.



Inquiry

1. Enter the ID of the item for which you want to view information. The item description appears.

Inquiry

2. Enter the location ID of the item for which you want to view information.

3. Enter the number of the period you want to view. The default year is appears.

Inquiry

4. Accept the current unit of measure for the item, or enter a different unit of measure.

The following information appears:

- The most recent date that the item was sold appears.
- The period and year you specified in the Header section of the screen appear, followed by 12 consecutive periods back from the period you enter (based on the periods you set up in the Resource Manager **Period Setup** function).
- The quantity of the item sold, the dollar amount sold for the item, the quantity of the item returned, and the dollar amount returned for the item appear.

5. Select a command:

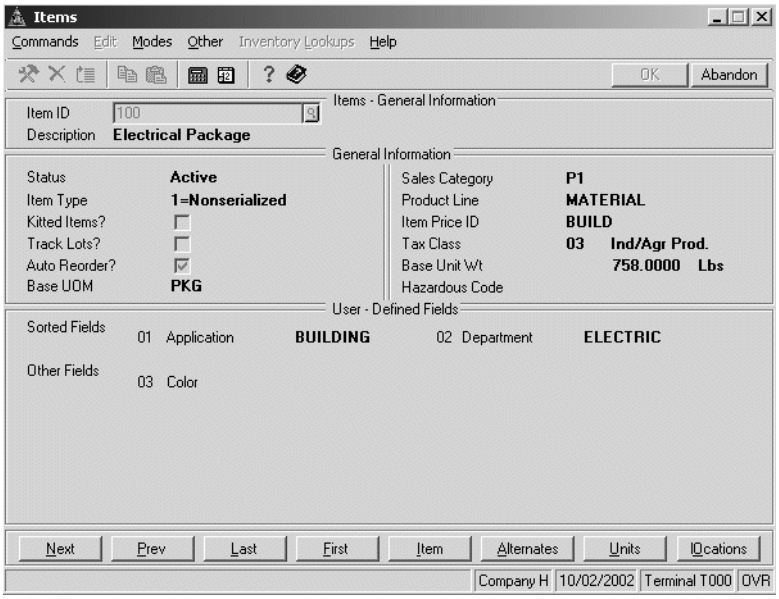
   - Press **N** to view the next item record on file.
   - Press **P** to view the previous item record on file.
   - Press **F** to view the first item record on file.
   - Press **L** to view the last item record on file.
   - Press **H** to go to the header portion of the screen.
   - Press **U** to change the current unit of measure.
   - To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Items

Use the **Items** function on the **Information Inquiry** menu to look at the following item information: general information, alternate items, units of measure, and location information. To add or change information, use the **File Maintenance Items** function.

Use the Items General Information screen to view general information about an item: default values and user-defined fields.

Select **Items** from the **Information Inquiry** menu. The Items screen appears.



Inquiry

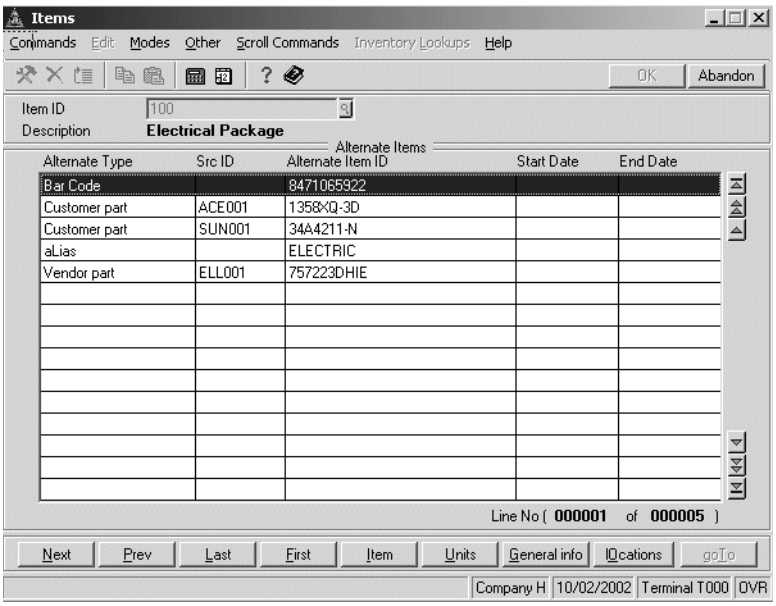
1. Enter the ID of the item you want to view.

2. Select a command:

   - Press **N** to view the next item record on file.
   - Press **P** to view the previous item record on file.
   - Press **L** to view the last item record on file.
   - Press **F** to view the first item record on file.
   - Press **I** to go to the **Item ID** field and enter a different item ID.
   - Press **A** to view alternate items for the item you are working with. The Alternate Items screen appears.
   - Press **U** to view additional units of measure for the item. The Units of Measure screen appears.
   - Press **O** to view the locations assigned to the item. The Item Locations screen appears.
   - To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Alternate Items

This screen appears when you press **A** to view alternate, customer, superseded, bar codes, and vendor part numbers for an item.


Items
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Item ID 100
Description Electrical Package
Alternate Items
Alternate Type Src ID Alternate Item ID Start Date End Date
Bar Code 8471065922
Customer part ACE001 1358XQ-3D
Customer part SUN001 34A4211-N
aLias ELECTRIC
Vendor part ELL001 757223DHIE
Line No (000001 of 000005)
Next Prev Last First Item Units General info IOcations goTo
Company H 10/02/2002 Terminal T000 OVR

The information on this screen comes from the Alternate Items screen in the **File Maintenance Items** function.

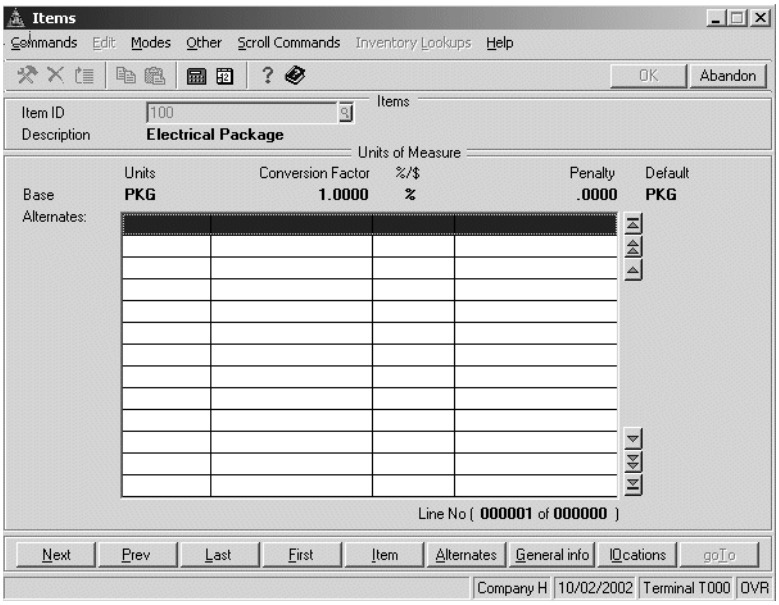
Select a command:

- Press **N** to view the next item record on file.
- Press **P** to view the previous item record on file.
- Press **L** to view the last item record on file.
- Press **F** to view the first item record on file.

- Press **I** to go to the **Item ID** field and enter a different item ID.
- Press **U** to view additional units of measure for the item. The Units of Measure screen appears.
- Press **G** to view general information about the item. The General Information screen appears.
- Press **O** to view the locations assigned to the item. The Item Locations screen appears.
- Press **T** to go to a specific location (this command is available only if there is more than one screen of information).
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Units of Measure

This screen appears when you press **U** to view alternate and default units of measure for an item.


Items
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Items
Item ID 100
Description Electrical Package
Units of Measure
Units Conversion Factor %/$ Penalty Default
Base PKG 1.0000 % .0000 PKG
Alternates:
Line No (000001 of 000000)
Next Prev Last First Item Alternates General info IOcations goTo
Company H 10/02/2002 Terminal T000 OVR

The information on this screen comes from the Units of Measure screen in the **File Maintenance Items** function.

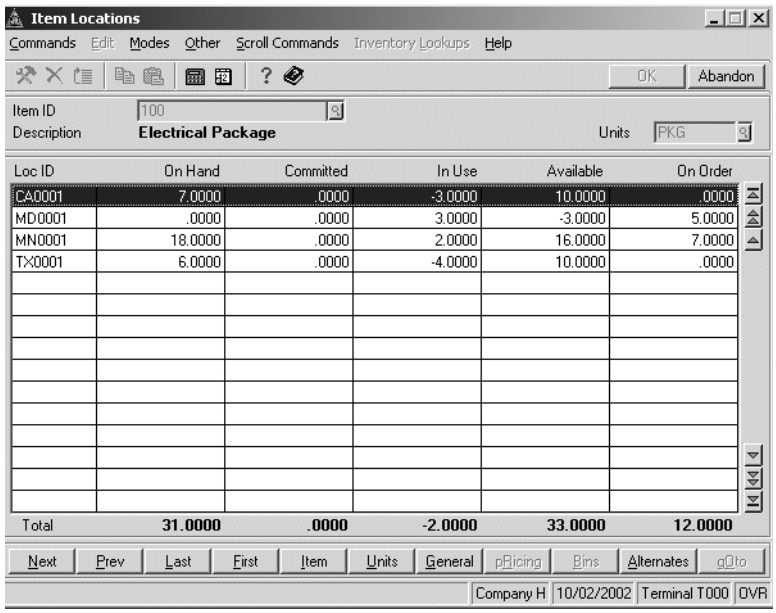
Select a command:

- Press **N** to view the next item record on file.
- Press **P** to view the previous item record on file.
- Press **L** to view the last item record on file.
- Press **F** to view the first item record on file.

- Press **I** to go to the **Item ID** field and enter a different item ID.
- Press **A** to view alternate items for the item you are working with. The Alternate Items screen appears.
- Press **G** to view general information about the item. The General Information screen appears.
- Press **O** to view the locations assigned to the item. The Item Locations screen appears.
- Press **T** to go to a specific location (this command is available only if there is more than one screen of information).
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Locations

This screen appears when you press **O** to view the locations set up for the item and quantities for the locations for that item.


Item Locations
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Item ID 100
Description Electrical Package
Units PKG
Loc ID | On Hand | Committed | In Use | Available | On Order
CA0001 | 7.0000 | .0000 | -3.0000 | 10.0000 | .0000
MD0001 | .0000 | .0000 | 3.0000 | -3.0000 | 5.0000
MN0001 | 18.0000 | .0000 | 2.0000 | 16.0000 | 7.0000
TX0001 | 6.0000 | .0000 | -4.0000 | 10.0000 | .0000
Total | 31.0000 | .0000 | -2.0000 | 33.0000 | 12.0000
Next Prev Last First Item Units General pRicing Bins Alternates gOto
Company H 10/02/2002 Terminal T000 OVR

The information on this screen comes from the Item Locations screen in the **File Maintenance Items** function.

Select a command:

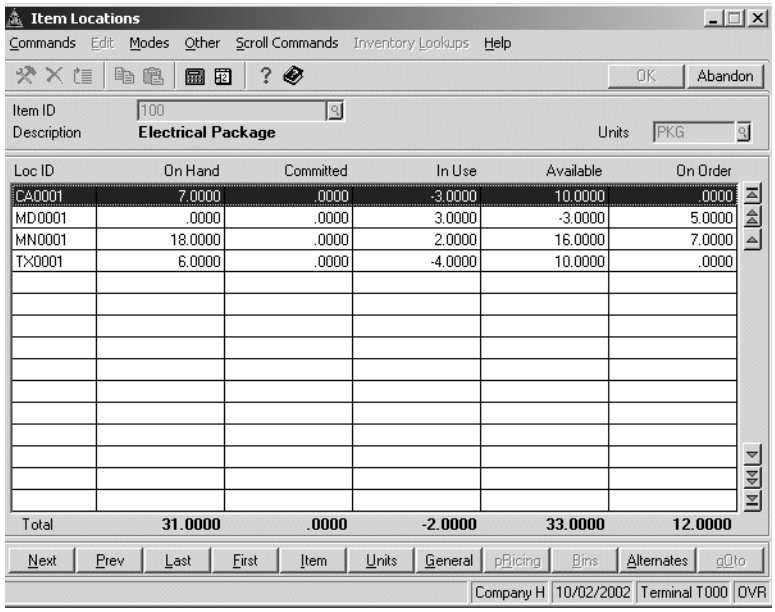
- Press **N** to view the next item record on file.
- Press **P** to view the previous item record on file.
- Press **L** to view the last item record on file.
- Press **F** to view the first item record on file.

- Press **I** to go to the **Item ID** field and enter a different item ID.
- Press **U** to view additional units of measure for the item. The Units of Measure screen appears.
- Press **G** to view general information about the item. The General Information screen appears.
- Press **A** to view alternate items for the item you are working with. The Alternate Items screen appears.
- Press **O** to go to a specific location (this command is available only if there is more than one screen of information).
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Item Locations

Use the **Item Locations** function on the **Information Inquiry** menu to view location detail for items: location defaults, GL accounts, order quantities, item quantities, pricing, customer levels, quantity price breaks, and bin information.

To add or change information, use the **Item Locations** function on the **File Maintenance** menu.


Item Locations
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Item ID 100
Description Electrical Package
Units PKG
Loc ID On Hand Committed In Use Available On Order
CA0001 7.0000 .0000 -3.0000 10.0000 .0000
MD0001 .0000 .0000 3.0000 -3.0000 5.0000
MN0001 18.0000 .0000 2.0000 16.0000 7.0000
TX0001 6.0000 .0000 -4.0000 10.0000 .0000
Total 31.0000 .0000 -2.0000 33.0000 12.0000
Next Prev Last First Item Units General pRicing Bins Alternates qOto
Company H 10/02/2002 Terminal T000 OVR

Inquiry

1. Enter the ID of the item for which you want to view location information.

Inquiry

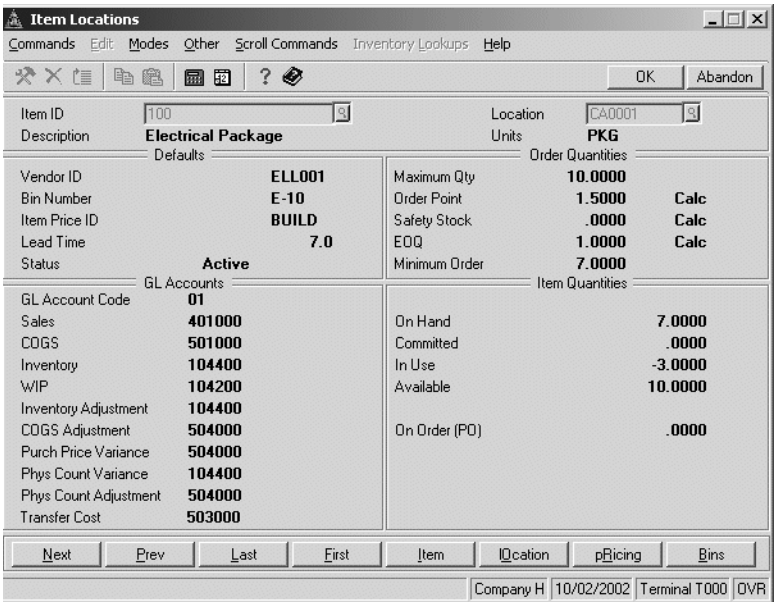
2. Enter a unit of measure for the item you want to view.

3. Select a command:

   - Press **N** to view the next item location record on file.
   - Press **P** to view the previous item location record on file.
   - Press **L** to view the last item location record on file.
   - Press **F** to view the first item location record on file.
   - Press **I** to go to the **Item ID** field and enter a different item ID.
   - Press **U** to go the **Units** field and enter a different unit of measure.
   - Press **G** to view general information about the item location. The General screen appears.
   - Press **R** to view pricing information about the item location. The Unit Price Information screen appears.
   - Press **B** to view bin information about the item location. The Bin Information screen appears.
   - Press **A** to view alternate items for the item you are working with. The Alternate Items screen appears.
   - Press **O** to go to a specific location (this command is available only if there is more than one screen of information).
   - To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

General Information

This screen appears when you press **G** to view the locations defaults, GL accounts, order quantities, and item quantities.



The information on the General screen comes from the Location Information screen in the **File Maintenance Item Locations** function.

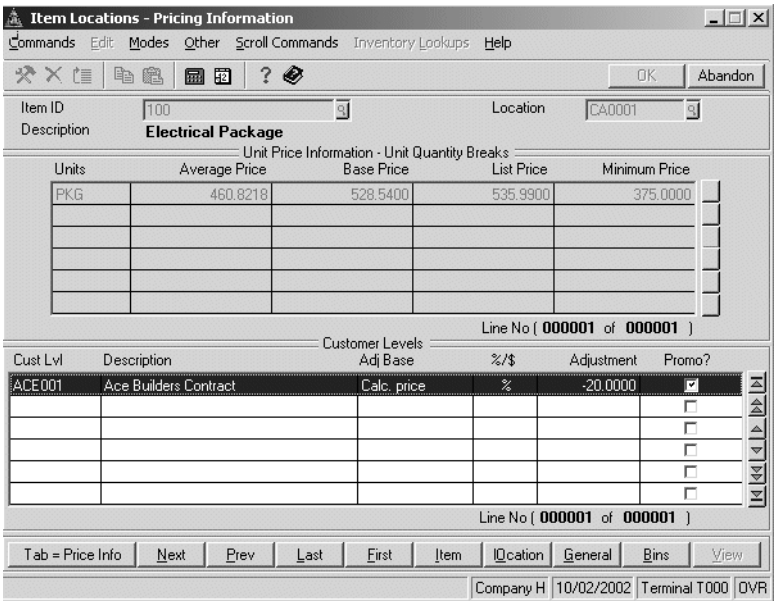
Select a command:

- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.

- Press **I** to go to the **Item ID** field and enter a different item ID.
- Press **O** to view the other locations for the item. The Locations screen appears.
- Press **R** to view pricing information about the item location. The Pricing Information screen appears.
- Press **B** to view bin information about the item location. The Bin Information screen appears.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Item Locations - Pricing Information

This screen appears when you press **R** to view unit price information and customer levels.


Item Locations - Pricing Information
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Item ID 100 Location CA0001
Description Electrical Package
Unit Price Information - Unit Quantity Breaks
Units Average Price Base Price List Price Minimum Price
PKG 460.8218 528.5400 535.9900 375.0000
Line No (000001 of 000001)
Customer Levels
Cust Lvl Description Adj Base %/$ Adjustment Promo?
ACE001 Ace Builders Contract Calc. price % -20.0000
Line No (000001 of 000001)
Tab = Price Info Next Prev Last First Item Location General Bins View
Company H 10/02/2002 Terminal T000 OVR

The information on this screen comes from the Price Information screen in the **File Maintenance Item Locations** function.

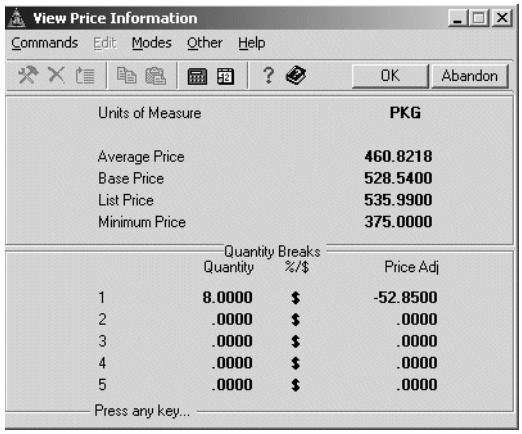
Select a command:

- Press **Tab** to go to the **Customer Levels** or the **Unit Price Information** section of the screen.
- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.

- Press **F** to view the first item location record on file.
- Press **I** to go to the **Item ID** field and enter a different item ID.
- Press **O** to view the other locations for the item. The Locations screen appears.
- Press **G** to view general information about the item location. The General screen appears.
- Press **B** to view bin information about the item location. The Bin Information screen appears.
- Press **V** to view quantity price breaks for the item. The View Price Information dialog box appears.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

View Price Information

This dialog box appears when you press **V** to view quantity price breaks for an item.

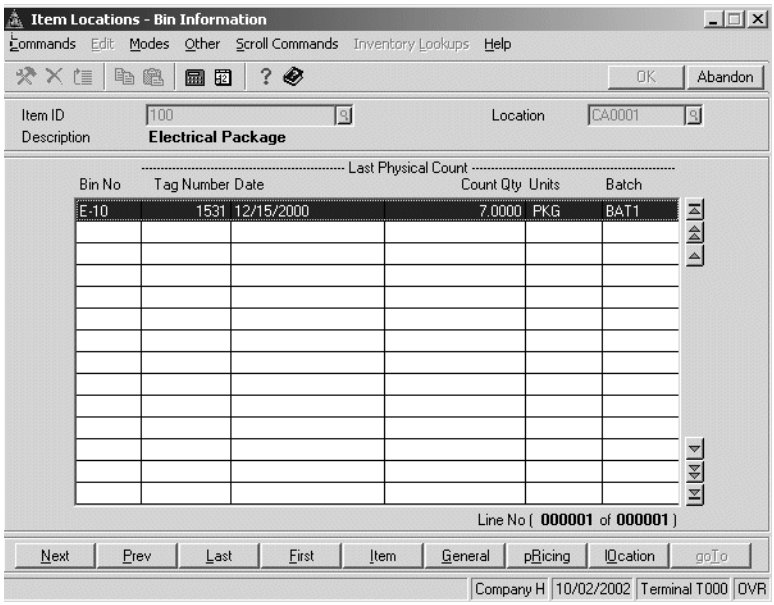


The information in the View Price Information dialog box comes from the Edit Price Information window in the **File Maintenance Item Locations** function.

To return to the Unit Price Information screen, press any key.

Bin Information

This screen appears when you press **B** to view the bin numbers assigned to the item.


Item Locations - Bin Information
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Item ID 100
Location CA0001
Description Electrical Package
Last Physical Count
Bin No Tag Number Date Count Qty Units Batch
E-10 1531 12/15/2000 7.0000 PKG BAT1
Line No (000001 of 000001)
Next Prev Last First Item General pRicing lOcation goTo
Company H 10/02/2002 Terminal T000 OVR

The information on this screen comes from the Bin Information screen in the **File Maintenance Item Locations** function.

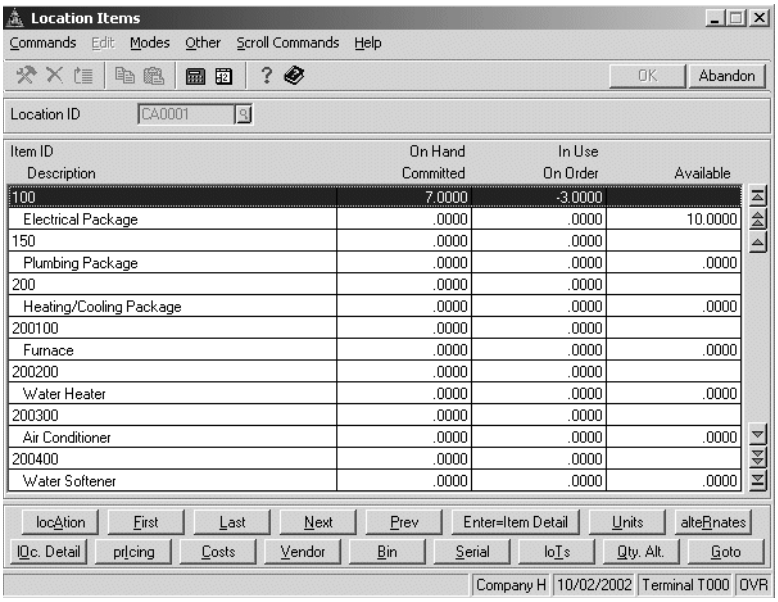
Select a command:

- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.

- Press **I** to go to the Item ID field and enter a different item ID.
- Press **G** to view general information about the item location. The General screen appears.
- Press **R** to view pricing information about the item location. The Pricing Information screen appears.
- Press **O** to view the other locations for the item. The Item Locations screen appears.
- Press **T** to go to a specific location (this command is available only if there is more than one screen of information).
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Location Items

Use the **Location Items** function on the **Information Inquiry** menu to view the quantity on hand, on order, and available of items for a selected location.



Inquiry

Enter the ID of the location for which you want to view item information.

Command Bar Definitions

Command	Description
locAtion	Press **A** to change the location you want to view.
First	Press **F** to view the first item location record on file.
Last	Press **L** to view the last item location record on file.

Command	Description
Next	Press **N** to view the next item location record on file.
Prev	Press **P** to view the previous item location record on file.
Enter = Item Detail	Press **Enter** to view the Items detail screen.
Units	Press **U** to view the Unit of Measure screen for the item.
alteRnates	Press **R** to view the item Alternate Items screen for the item.
lOc. Detail	Press **O** to view the Item Location General Information screen for the item location.
prIcing	Press **I** to view the item pricing information screen.
Costs	Press **C** to view the cost information screen.
Vendor	Press **V** to view the vendor information screen.
Bin	Press **B** to view bin information about the item location.
Serial	Press **S** to view the serial information about the item.
loTs	Press **T** to view the lot information about the item.
Qty Avail	Press **Q** to view the quantity available for the selected location.
Goto	Press **G** to goto a particular entry.

To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Items Detail

This screen appears when you press **Enter** on the Location Items screen to view general information about an item. The information on this screen comes from the General Information screen in the **Items** function on the **File Maintenance** menu. See “Items” on page 5-23 for more information on this screen.

Unit of Measure

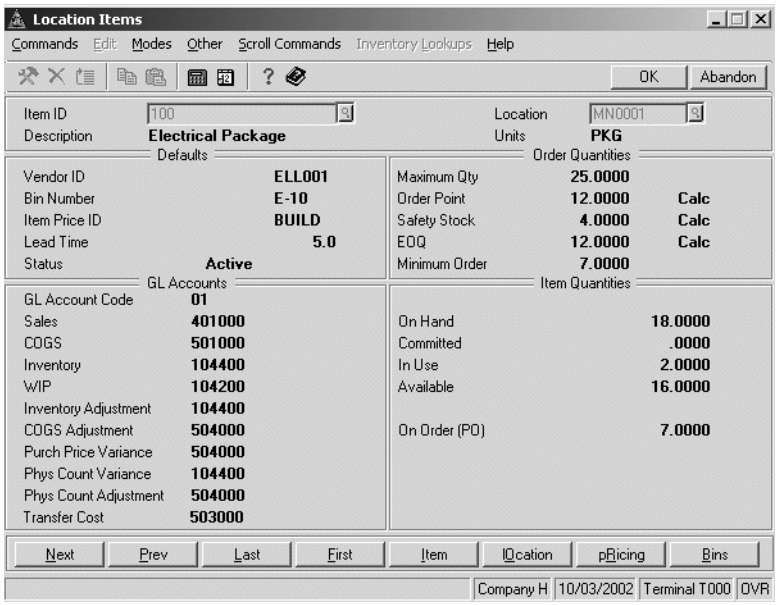
This screen appears when you press **U** on the Location Items screen to view alternate and default units of measure for an item. The information on this screen comes from the Units of Measure screen in the **File Maintenance Items** function. See “Units of Measure” on page 5-27 for more information on this screen.

Alternate Items

This screen appears when you press **R** to view alternate, customer, superseded, bar codes, and vendor part numbers for an item. The information on this screen comes from the Alternate Items screen in the **File Maintenance Items** function. See “Alternate Items” on page 5-25 for more information on this screen.

Location Detail

This screen appears when you press **O** on the Location Items screen to view general information about an item in this location.



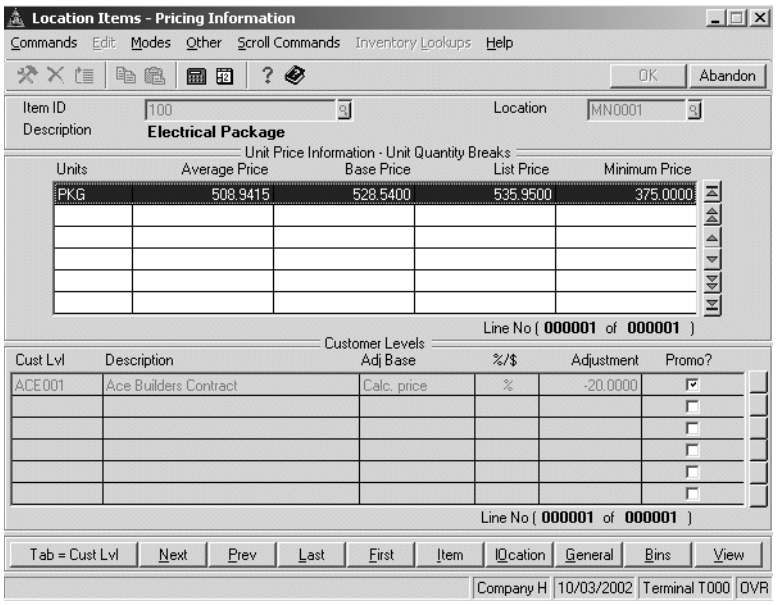
The information on the General screen comes from the Location Information screen in the **Item Locations** function on the **File Maintenance** menu.

Select a command:

- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.
- Press **I** to return to the Location Items inquiry screen.
- Press **O** to view the other locations for the item. The Item Locations screen appears. Use this screen to view the locations set up for the item and quantities for the locations for that item. See “Locations” on page 5-29 for more information on this screen.
- Press **R** to view pricing information about the item location. The Location Items - Pricing Information screen appears. Use this screen to view an item’s price structure for this location. See “Location Items - Pricing Information” on page 5-46 for more information on this screen.
- Press **B** to view bin information about the item location. The Bin Information screen appears. Use this screen to view the bin numbers assigned to the item in this location. See “Bin Information” on page 5-38 for more information on this screen.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Location Items - Pricing Information

This screen appears when you press **I** on the Location Items screen to view an item's price structure for this location.


Location Items - Pricing Information
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Item ID 100 Location MN0001
Description Electrical Package
Unit Price Information - Unit Quantity Breaks
Units Average Price Base Price List Price Minimum Price
PKG 508.9415 528.5400 535.9500 375.0000
Line No (000001 of 000001)
Customer Levels
Cust Lvl Description Adj Base %/$ Adjustment Promo?
ACE001 Ace Builders Contract Calc. price % -20.0000
Line No (000001 of 000001)
Tab = Cust Lvl Next Prev Last First Item Location General Bins View
Company H 10/03/2002 Terminal T000 OVR

The information on this screen comes from the Pricing Information screen in the **Item Locations** function on the **File Maintenance** menu.

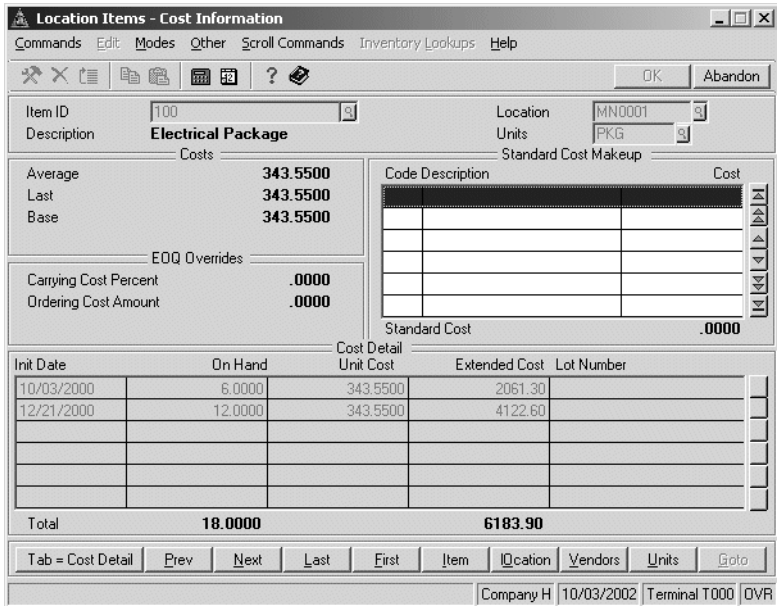
Select a command:

- Press **Tab** to go to the **Customer Levels** or the **Unit Price Information** section of the screen.
- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.

- Press **F** to view the first item location record on file.
- Press **I** to return to the Location Items inquiry screen.
- Press **O** to view the other locations for the item. The Item Locations screen appears. Use this screen to view the locations set up for the item and quantities for the locations for that. See “Locations” on page 5-29 for more information on this screen.
- Press **G** to view general information about the item location. The General Location Items screen appears. Use this screen to view the quantity on hand, on order, and available of items for a selected location. See “Location Items” on page 5-41 for more information.
- Press **B** to view bin information about the item location. The Bin Information screen appears. Use this screen to view the bin numbers assigned to the item in this location. See “Bin Information” on page 5-38 for more information on this screen.
- Press **V** to view quantity price breaks for the item. The View Price Information dialog box appears. Use this dialog box to view quantity price breaks for an item. See “View Price Information” on page 5-37 for more information on this dialog box.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Cost Information

This screen appears when you press **C** on the Location Items screen to view the cost information for this location.



The information on this screen comes from the Cost Information screen in the **Item Locations** function on the **File Maintenance** menu.

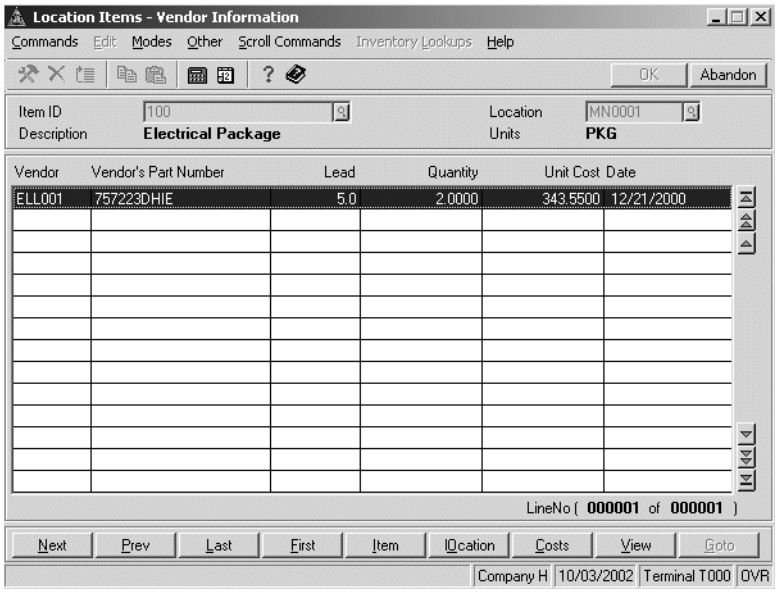
Select a command:

- Press **Tab** to view the **Cost Detail** or the **Cost Information** sections of the screen.
- Press **P** to view the previous item location record on file.
- Press **N** to view the next item location record on file.
- Press **L** to view the last item location record on file.

- Press **F** to view the first item location record on file.
- Press **I** to return to the Location Items inquiry screen.
- Press **O** to go to the **Location** box and enter a different location ID.
- Press **V** to view vendor information about the item location. The Vendor Information screen appears. See “Vendor Information” on page 5-50 for more information on this screen.
- Press **U** to go to the **Units** box and enter a different unit size.
- Press **G** to go to a specific record (this command is available only if there is more than one screen of information).
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Vendor Information

This screen appears when you press **V** on the Location Items screen to view the vendor information for an item in this location.


Location Items - Vendor Information
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Item ID 100
Description Electrical Package
Location MN0001
Units PKG
Vendor Vendor's Part Number Lead Quantity Unit Cost Date
ELL001 757223DHIE 5.0 2.0000 343.5500 12/21/2000
LineNo (000001 of 000001)
Next Prev Last First Item lOcation Costs View Goto
Company H 10/03/2002 Terminal T000 OVR

The information on this screen comes from the Vendor Information screen in the **Item Locations** function on the **File Maintenance** menu.

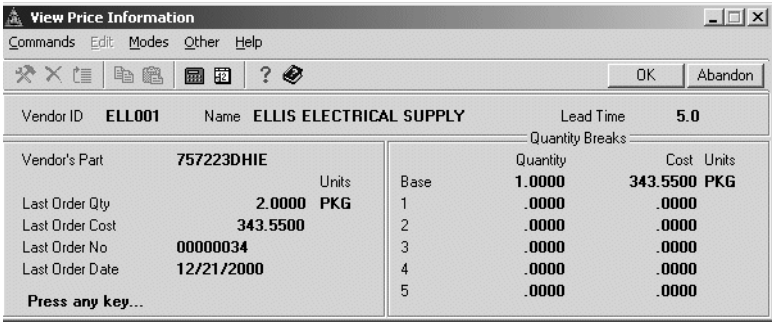
Select a command:

- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.

- Press **I** to return to the Location Items inquiry screen.
- Press **O** to go to the **Location** box and enter a different location ID.
- Press **C** to view the cost information for this location.
- Press **V** to view price information about the vendor. The View Price Information dialog box appears.
- To exit to the Information Inquiry menu, use the **Exit** (**F7**) command.

View Price Information

This dialog box appears when you press **V** to view quantity price breaks.



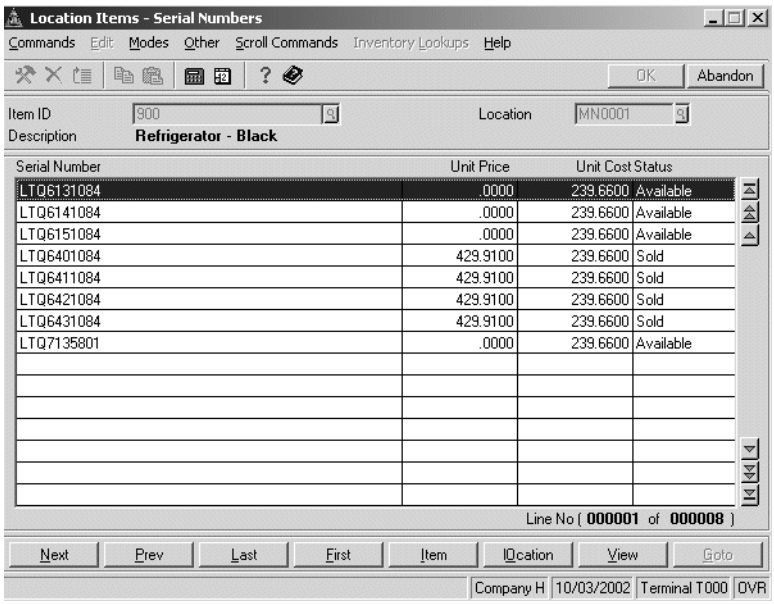
To return to the Vendor Information screen, press any key.

Bin Information

This screen appears when you press **B** on the Location Items screen to view the bin numbers assigned to the item in this location. The information on this screen comes from the Bin Information screen in the **File Maintenance Item Locations** function. See “Bin Information” on page 5-38 for more information on this screen.

Serial Numbers

This screen appears when you press **S** on the Location Items screen to view the serial numbers assigned to the item in this location.


Location Items - Serial Numbers
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Item ID 900 Location MN0001
Description Refrigerator - Black
Serial Number Unit Price Unit Cost Status
LTQ6131084 .0000 239.6600 Available
LTQ6141084 .0000 239.6600 Available
LTQ6151084 .0000 239.6600 Available
LTQ6401084 429.9100 239.6600 Sold
LTQ6411084 429.9100 239.6600 Sold
LTQ6421084 429.9100 239.6600 Sold
LTQ6431084 429.9100 239.6600 Sold
LTQ7135801 .0000 239.6600 Available
Line No (000001 of 000008)
Next Prev Last First Item lOcation View Goto
Company H 10/03/2002 Terminal T000 OVR

The information on this screen comes from the Item Location screen in the **File Maintenance** function.

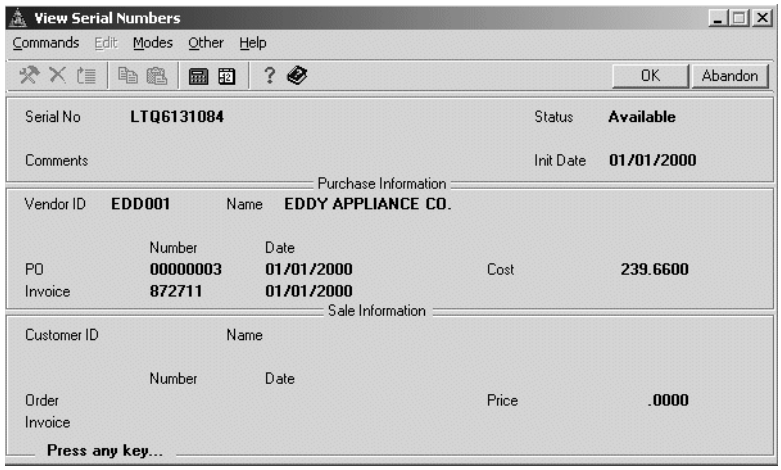
Select a command:

- Press **N** to view the next item serial record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.

- Press **I** to go to the **Item ID** field and enter a different item ID.
- Press **O** to go to the **Location ID** field and enter a different location ID.
- Press **V** to view details about the serial number.
- Press **G** to go to a specific serial number.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

View Serial Numbers

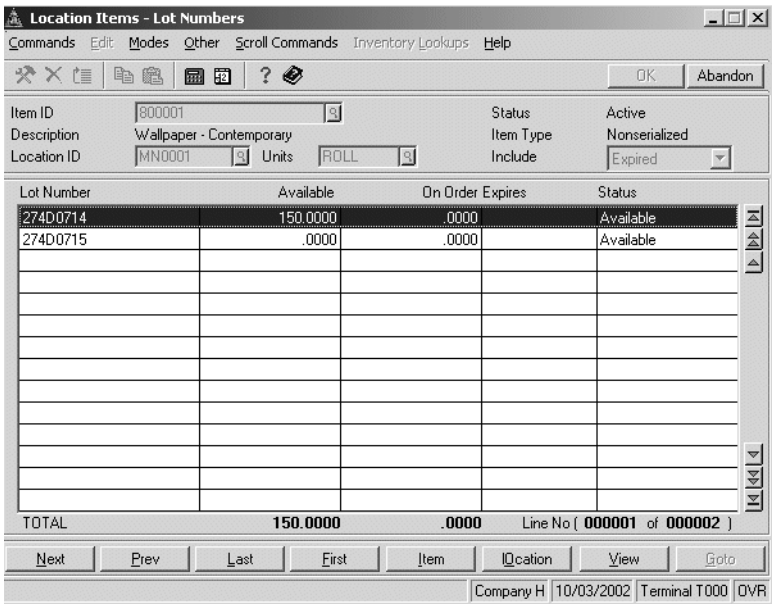
This dialog box appears when you press **V** to view details about the serial number.



To return to the Serial Numbers screen, press any key.

Lot Numbers

This screen appears when you press **T** on the Location Items screen to view the lot numbers assigned to the item in this location.


Location Items - Lot Numbers
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Item ID 800001
Description Wallpaper - Contemporary
Location ID MN0001 Units ROLL
Status Active
Item Type Nonserialized
Include Expired
Lot Number Available On Order Expires Status
274D0714 150.0000 .0000 Available
274D0715 .0000 .0000 Available
TOTAL 150.0000 .0000 Line No (000001 of 000002)
Next Prev Last First Item lOcation View Goto
Company H 10/03/2002 Terminal T000 OVR

The information on this screen comes from the Item Location screen in the **File Maintenance** function.

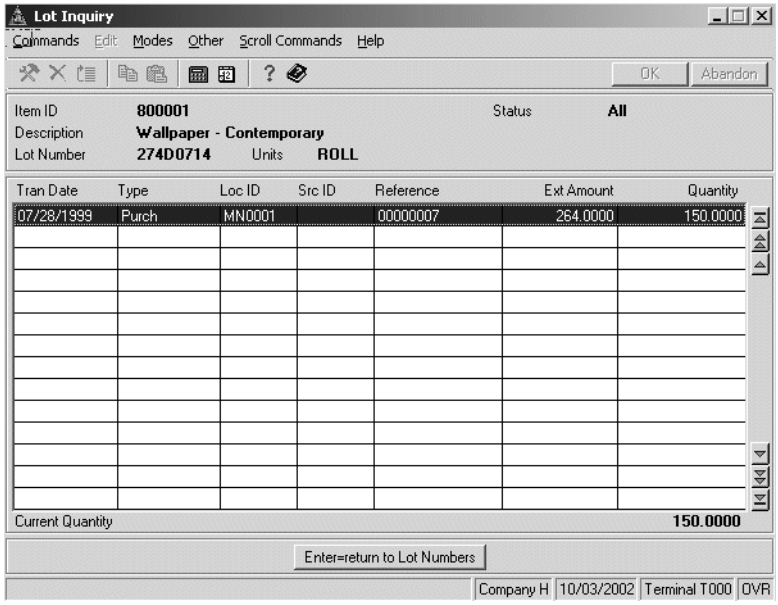
Select a command:

- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.

- Press **I** to return to the Location Item inquiry screen.
- Press **O** to go to the **Location ID** field and enter a different location ID.
- Press **V** to view details about the lot number.
- Press **G** to go to a specific lot number.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Lot Inquiry

This dialog box appears when you press **V** to view details about the lot number.


Lot Inquiry
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Item ID 800001 Status All
Description Wallpaper - Contemporary
Lot Number 274D0714 Units ROLL
Tran Date Type Loc ID Src ID Reference Ext Amount Quantity
07/28/1999 Purch MN0001 00000007 264.0000 150.0000
Current Quantity 150.0000
Enter=return to Lot Numbers
Company H 10/03/2002 Terminal T000 OVR

When you are finished, press **Enter** to return to the Lot Numbers screen.

Quantity Alternates

This screen appears when you press **Q** on the Location Items screen to view alternate items available if this item is out of stock as well as quantities available at other locations.

Select a command:

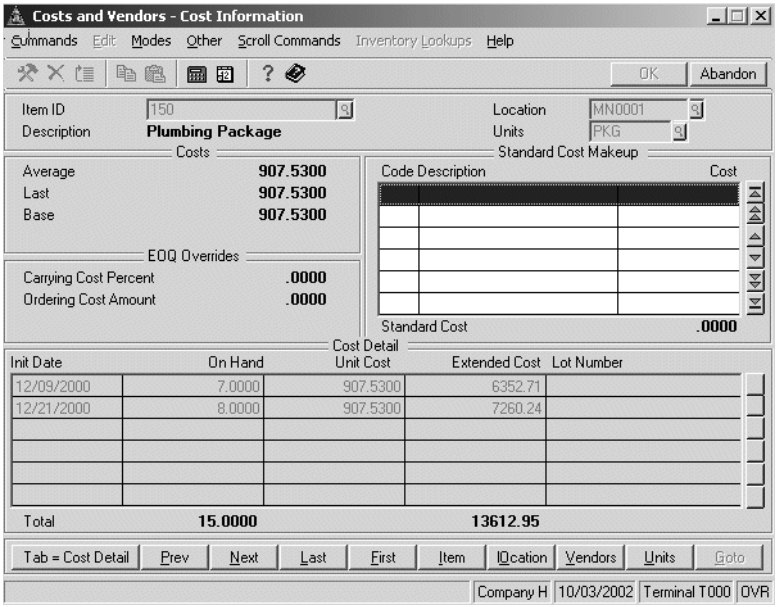
- Press **Tab** to move between the **Alternate Items** and **Alternate Locations** sections of the screen.
- Press **G** to go to a specific entry.
- Press **D** to return to the Locations Items inquiry screen.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Costs and Vendors

Use the **Costs and Vendors** function on the **Information Inquiry** menu to view an item's costs and the vendors that are set up for each item location.

Use the Costs Information screen to view an item's costs, standard cost makeup, EOQ overrides, and cost detail.

Select **Costs and Vendors** from the **Information Inquiry** menu. The Costs and Vendors - Cost Information screen appears.


Costs and Vendors - Cost Information
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Item ID 150
Description Plumbing Package
Location MN0001
Units PKG
Costs
Average 907.5300
Last 907.5300
Base 907.5300
EOQ Overrides
Carrying Cost Percent .0000
Ordering Cost Amount .0000
Standard Cost Makeup
Code Description Cost
Standard Cost .0000
Cost Detail
Init Date On Hand Unit Cost Extended Cost Lot Number
12/09/2000 7.0000 907.5300 6352.71
12/21/2000 8.0000 907.5300 7260.24
Total 15.0000 13612.95
Tab = Cost Detail Prev Next Last First Item Location Vendors Units Goto
Company H 10/03/2002 Terminal T000 OVR

Inquiry

1. Enter the ID of the item for which you want to view cost information.

Inquiry

2. Enter the ID of the location for the item.

Inquiry

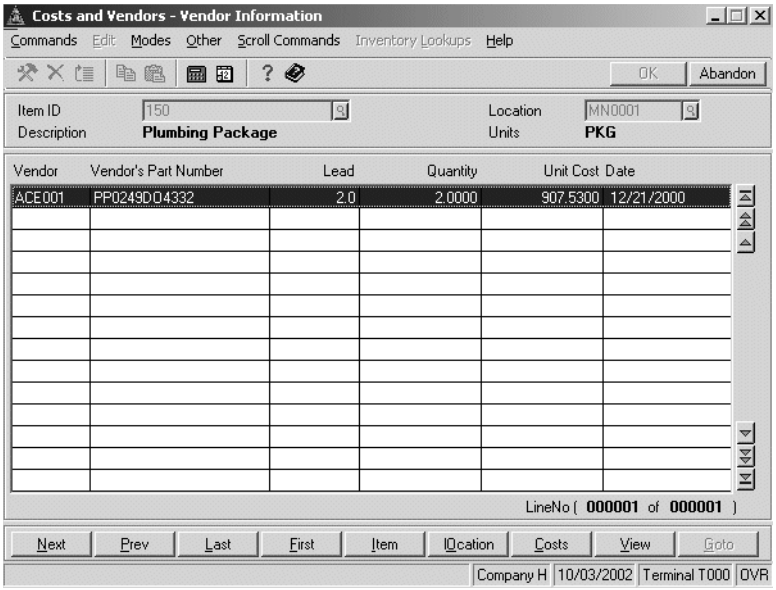
3. Enter the unit of measure for the item.

Select a command:

- Press **Tab** to move between the **Cost Detail** and **Cost Information** sections of the screen.
- Press **P** to view the previous item location record on file.
- Press **N** to view the next item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.
- Press **I** to go to the **Item ID** field and enter a different item ID.
- Press **O** to go to the **Location** field and enter a different location ID.
- Press **V** to view vendor information about the item location. The Vendor Information screen appears.
- Press **U** to go to the **Units** field and enter a different unit size.
- Press **G** to go to a specific line in the scroll region.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Vendor Information

This screen appears when you press **V** on the Costs and Vendors - Cost Information screen to view vendors for the item location.


Costs and Vendors - Vendor Information
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Item ID 150 Location MN0001
Description Plumbing Package Units PKG
Vendor Vendor's Part Number Lead Quantity Unit Cost Date
ACE001 PP0249D04332 2.0 2.0000 907.5300 12/21/2000
LineNo (000001 of 000001)
Next Prev Last First Item IOcation Costs View Goto
Company H 10/03/2002 Terminal T000 OVR

The information on this screen comes from the Vendor Information screen in the **Item Locations** function on the **File Maintenance** menu.

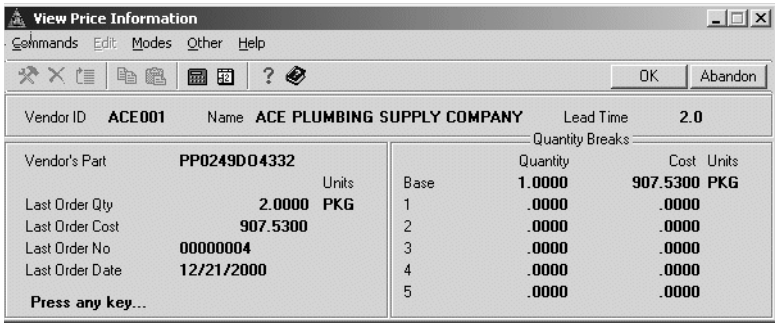
Select a command:

- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.
- Press **I** to go to the **Item ID** field and enter a different item ID.

- Press **O** to go to the **Location** field and enter a different location ID.
- Press **C** to view cost information about the item. The Cost Information screen appears.
- Press **V** to view vendor quantity breaks. The View Price Information dialog box appears.
- Press **G** to go to a specific line in the scroll region.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

View Price Information

This dialog box appears when you press **V** to view the last quantity purchased, cost, order number, and order date. You can also view quantity price breaks for vendors.



The information in the View Price Information dialog box comes from the Edit Vendor Information screen in the **Item Locations** function on the **File Maintenance** menu.

To return to the Vendor Information screen, press any key.

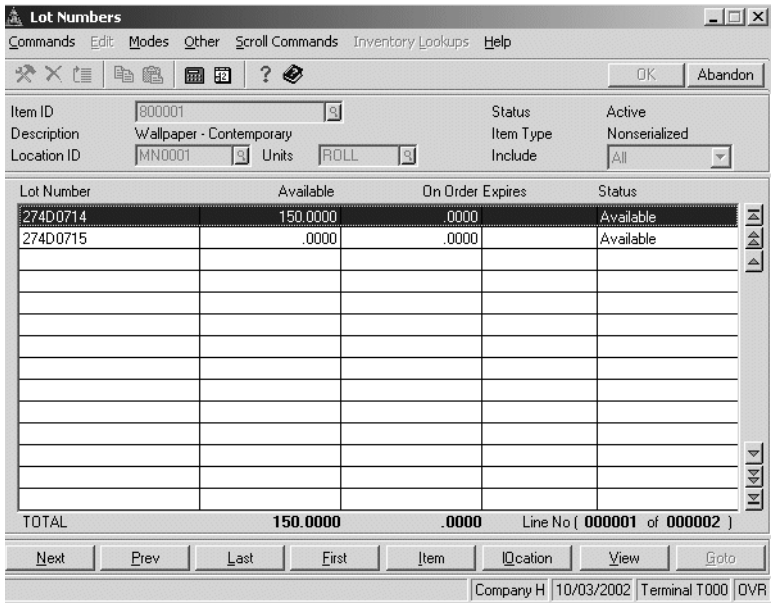
Lot Numbers

Use the **Lot Numbers** function on the **Information Inquiry** menu to view the costs and quantities of lots and historical information if you keep lot history.

Use the Lot Numbers screen to view the lot numbers for the item, quantities available and on order, and the status of the lot.

To add or change information on this screen, use the **Item Locations** function.

Select **Lot Numbers** from the **Information Inquiry** menu. The Lot Numbers screen appears.


Lot Numbers
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Item ID 800001
Description Wallpaper - Contemporary
Location ID MN0001 Units ROLL
Status Active
Item Type Nonserialized
Include All
Lot Number Available On Order Expires Status
274D0714 150.0000 0000 Available
274D0715 .0000 .0000 Available
TOTAL 150.0000 .0000 Line No (000001 of 000002)
Next Prev Last First Item IOcation View Goto
Company H 10/03/2002 Terminal T000 OVR

Inquiry

1. Enter the ID of the item for which you want to view lot information.

Inquiry

2. Enter the ID of the location for the item.

Inquiry

3. Enter the unit of measure for the item.
4. Enter **A** to view available lots, **S** to view sold lots, **E** to view expired lots, and **L** to view all the lots for the item.
5. Select a command:
   - Press **N** to view the next item location record on file.
   - Press **P** to view the previous item location record on file.
   - Press **L** to view the last item location record on file.
   - Press **F** to view the first item location record on file.
   - Press **I** to go to the **Item ID** box and enter a different item ID.
   - Press **O** to go to the **Location ID** box and enter a different location ID.
   - Press **V** to view details about lot transactions. The Lot Inquiry screen appears.
   - Press **G** to go to a specific line in the scroll region.
   - To exit to the Information Inquiry menu, use the **Exit** (**F7**) command.

Lot Inquiry

This screen appears when you press **V** on the Lot Numbers screen to view detailed information about historical lot transactions. See “Lot Inquiry” on page 5-55 for more information on this screen.

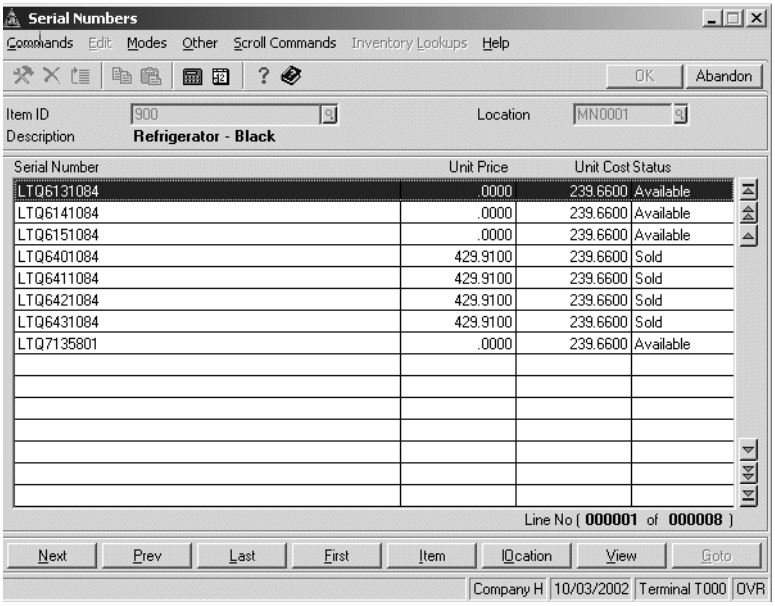
Serial Numbers

Use the **Serial Numbers** function on the **Information Inquiry** menu to look at costs, prices, and transaction information for serialized items.

Use the Serial Numbers screen to view the serial numbers for the item, costs and prices, and the status of the serial number.

To add or change information on this screen, use the **File Maintenance Item Locations** function.

Select **Serial Numbers** from the **Information Inquiry** menu. The Serial Numbers screen appears.


Serial Numbers
Commands Edit Modes Other Scroll Commands Inventory Lookups Help
OK Abandon
Item ID 900 Location MN0001
Description Refrigerator - Black
Serial Number Unit Price Unit Cost Status
LTQ6131084 .0000 239.6600 Available
LTQ6141084 .0000 239.6600 Available
LTQ6151084 .0000 239.6600 Available
LTQ6401084 429.9100 239.6600 Sold
LTQ6411084 429.9100 239.6600 Sold
LTQ6421084 429.9100 239.6600 Sold
LTQ6431084 429.9100 239.6600 Sold
LTQ7135801 .0000 239.6600 Available
Line No (000001 of 000008)
Next Prev Last First Item lOcation View Goto
Company H 10/03/2002 Terminal T000 OVR

Inquiry

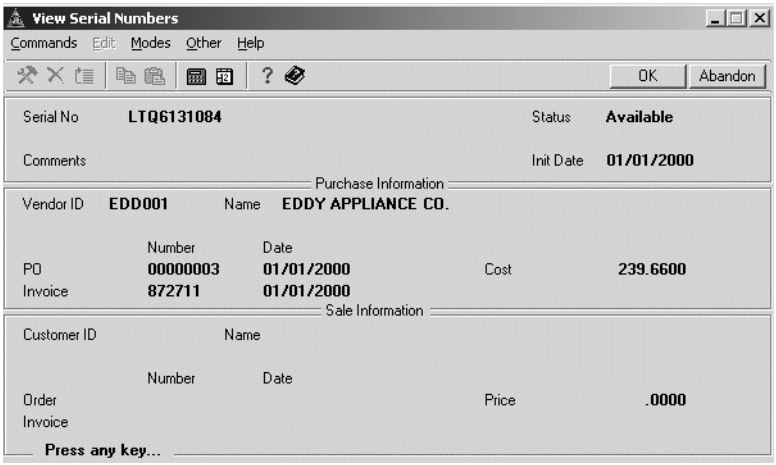
1. Enter the ID of the item for which you want to view serial number information.

Inquiry

2. Enter the ID of the location for the item.
3. Select a command:
   - Press **N** to view the next item location record on file.
   - Press **P** to view the previous item location record on file.
   - Press **L** to view the last item location record on file.
   - Press **F** to view the first item location record on file.
   - Press **I** to go to the **Item ID** box and enter a different item ID.
   - Press **O** to go to the **Location** box and enter a different location ID.
   - Press **V** to view information about sales and purchases of serialized items. The View Serial Numbers dialog box appears.
   - Press **G** to go to a specific line in the scroll region.
   - To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

View Serial Numbers

This dialog box appears when you press **V** to view purchase and sales information about the serial numbers.



The information in the View Serial Numbers screen comes from the Serial Numbers screen in the **File Maintenance Item Locations** function.

To exit to the Serial Numbers screen, press any key.

Daily Work 6

Inventory Transactions	6-3
Location Transfers	6-25
Transaction Journal	6-39
Transfers Journal	6-41

Inventory Transactions

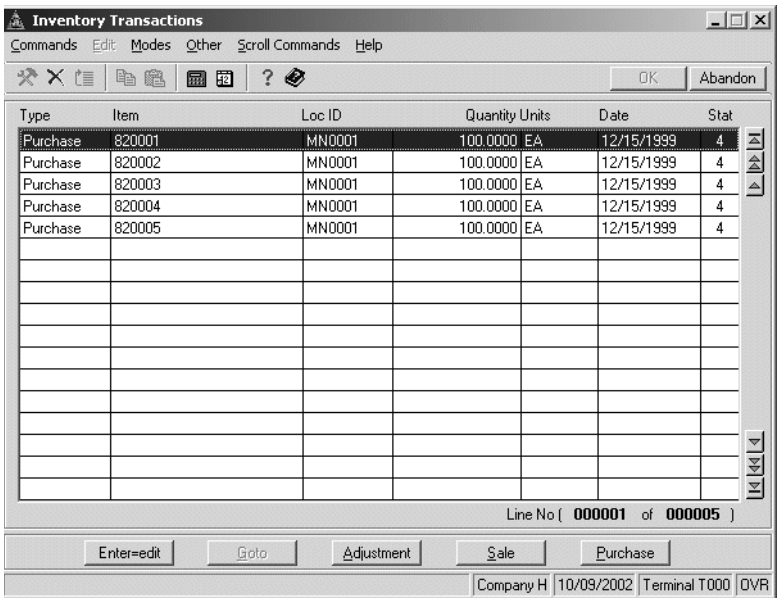
If Inventory is being used as a standalone system, use the **Inventory Transactions** function on the **Daily Work** menu for the following purposes:

- To adjust quantities
- To reflect sales after you sell an item
- To reflect transfers after you transfer an item
- To reflect purchases after you purchase an item, place an order, or receive an item

If Accounts Payable or Purchase Order interfaces with Inventory, Inventory transactions are updated automatically. If Accounts Receivable or Sales Order interfaces with Inventory, Inventory transactions are updated when you post. If you have these applications, use the **Inventory Transactions** function only to make corrections. You cannot make adjustments for service items.

To produce a list of transactions for a period, use the **Transaction History Report** function on the **Reports** menu.

Select **Inventory Transactions** from the **Daily Work** menu. The Inventory Transactions screen appears.


Inventory Transactions
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Type Item Loc ID Quantity Units Date Stat
Purchase 820001 MN0001 100.0000 EA 12/15/1999 4
Purchase 820002 MN0001 100.0000 EA 12/15/1999 4
Purchase 820003 MN0001 100.0000 EA 12/15/1999 4
Purchase 820004 MN0001 100.0000 EA 12/15/1999 4
Purchase 820005 MN0001 100.0000 EA 12/15/1999 4
Line No (000001 of 000005)
Enter=edit Goto Adjustment Sale Purchase
Company H 10/09/2002 Terminal T000 OVR

Use this screen to choose a transaction type. All transactions are listed on this screen before you post. If you want to delete a transaction that is associated with a lot or serial number, you must first delete the lot or serial numbers associated with that transaction.

Transactions that have not been posted appear in the **Type** column. Valid types are adjustment, sale, or purchase.

The item, location, quantity, and units used in the transaction appear, and the date the transaction took place appears.

Note: If this screen is empty, press **Enter** to go directly into Append mode.

The status of the transaction appears in the **Stat** column:

- **Adjustment 1** - Increase
- **Adjustment 2** - Decrease
- **Sale 1** - New Order
- **Sale 3** - Verify Order
- **Sale 4** - Invoice
- **Sale 5** - Miscellaneous Credit
- **Purchase 1** - New Order
- **Purchase 2** - Goods Received
- **Purchase 4** - Invoice
- **Purchase 5** - Miscellaneous Debit

1. Select a command:

   - To edit an inventory transaction, move the prompt to the line you want to edit and press **Enter**.

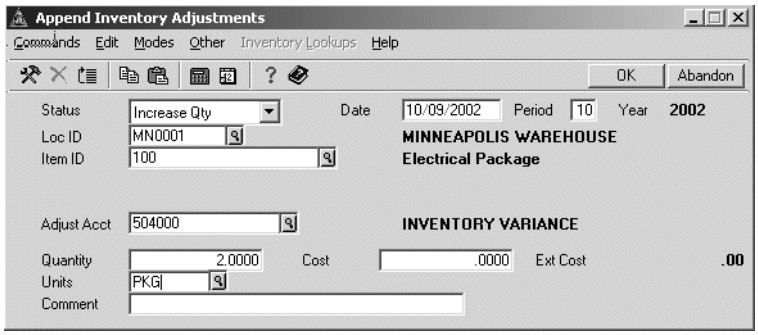
   - Press **A** to add or edit an adjustment. The Append/Edit Inventory Adjustments screen appears.

   - Press **S** to add or edit a sale. The Append/Edit Inventory Sales screen appears.

   - Press **P** to add or edit a purchase. The Append/Edit Inventory Purchases screen appears.

2. This screen is display-only; information is saved through the append/edit screens. To exit to the **Daily Work** menu, use the **Exit** (**F7**) command.

Append/Edit Inventory Adjustments



This screen is titled the Edit Inventory Adjustments screen when you edit an adjustment line item and Append Inventory Adjustments screen when you add an adjustment.

Use this screen to add or edit an adjustment. You can increase or decrease the on-hand quantity of an item.

1. To make an adjustment that increases the quantity available, enter **I** in the **Status** box. To decrease the quantity available, enter **D**.

2. Enter the date and GL period of the adjustment.

   The current year appears.

Inquiry
Maint

3. Enter or select from the **Loc ID** box the ID of the location of the item.

Inquiry
Maint

4. Enter the ID of the item whose quantity you want to adjust in the **Item ID** box. The quantity on hand and available appear at the bottom of the screen.

   Note: The Inventory Items screen is available through the maintenance function (**F6**). Use this screen to add an item ID and information about that item or to maintain information about an item.

Inquiry
Maint

5. If the adjustment is an increase in inventory, enter or select a credit account in the **Adjust Acct** box. If the adjustment is a decrease in inventory, enter a debit account.

6. Enter the quantity you want to adjust in the **Quantity** box.

Inquiry
Maint

7. Enter or select the unit of measure with which you want to work in the **Units** box.

   Note: The Units of Measure screen is available through the maintenance function (**F6**). Use this screen to add or change units of measure for an item.

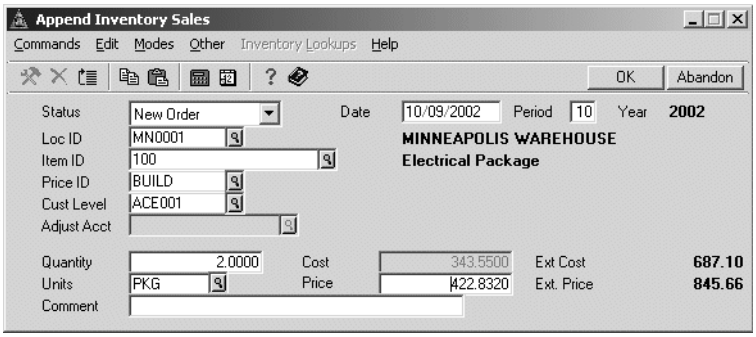
8. Enter the cost of the item in the **Cost** box.

   The extended cost (quantity x cost) appears.

9. Enter additional information about the transaction in the **Comment** box.

10. To save your entries and exit to the Inventory Transactions screen, use the **Proceed** (**OK**) command. To exit to the Inventory Transactions screen without saving your entries, use the **Exit** (**F7**) command.

Append/Edit Inventory Sales



If you are editing a line item, this screen is called the Edit Inventory Sales screen. If you are adding a line, this screen is called the Append Inventory Sales screen.

Use this screen to add or edit a sales transaction. You can enter a new order, an invoice, or a miscellaneous credit, and verify an order.

1. In the **Status** box, enter **N** if you are recording a new order, **V** if you are verifying an order, **I** if you are recording an invoice, or **M** if you are recording a miscellaneous credit.

2. Enter the date and period of the sale.

   The current year appears.

Inquiry
Maint

3. Enter or select the ID of the location of the item in the **Loc ID** box.

Inquiry
Maint

4. Enter or select the ID of the item sold in the **Item ID** box. The quantity on hand and available appear at the bottom of the screen.

Inquiry

5. Enter the price ID and customer level for the item.

Inquiry
Maint

6. If the adjustment is an increase in inventory, enter a credit account in the **Adjust Acct** box. If the adjustment is a decrease in inventory, enter a debit account. If you are entering a new order, this field is skipped.

7. Enter the quantity sold in the **Quantity** box.

Inquiry
Maint

8. Enter the unit of measure with which you want to work in the **Units** box.

   The cost of the item appears.

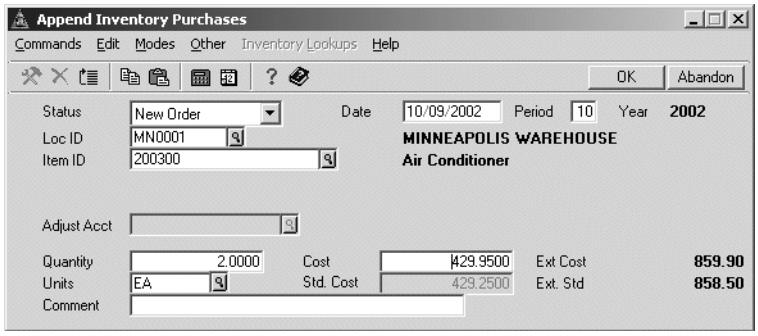
9. Enter the price of the item that was sold in the **Price** box.

   The extended cost (quantity x cost) and extended price (quantity price) appears.

10. Enter additional information about the transaction in the **Comments** box.

11. To save your entries and exit to the Inventory Transactions screen, use the **Proceed** (**OK**) command. To exit to the Inventory Transactions screen without saving your entries, use the **Exit** (**F7**) command.

Append/Edit Inventory Purchases



If you are editing a line item, this screen is called the Edit Inventory Purchases screen. If you are adding a line, this screen is called the Append Inventory Purchases screen.

Use this screen to add or edit a purchase transaction. You can enter a new order, goods received, an invoice, and a miscellaneous debit.

1. In the **Status** box, enter **N** if you are recording a new order, **G** if you are recording goods received, **I** if you are recording an invoice, or **M** if you are recording a miscellaneous debit.

2. Enter the date and period of the purchase.

   The current year appears.

Inquiry
Maint

3. Enter or select the ID of the location of the item in the **Loc ID** box.

Inquiry
Maint

4. Enter or select the ID of the item purchased in the **Item ID** box. The quantity on hand and available appear at the bottom of the screen.

Inquiry

5. Enter the price ID and customer level for the item.

Inquiry
Maint

6. If the adjustment is an increase in inventory, enter a credit account in the **Adjust Acct** box. If the adjustment is a decrease in inventory, enter a debit account. If you are entering a new order, this field is skipped.

7. Enter the quantity purchased in the **Quantity** box.

Inquiry
Maint

8. Enter the unit of measure with which you want to work in the **Units** box.

   The last cost of the item appears.

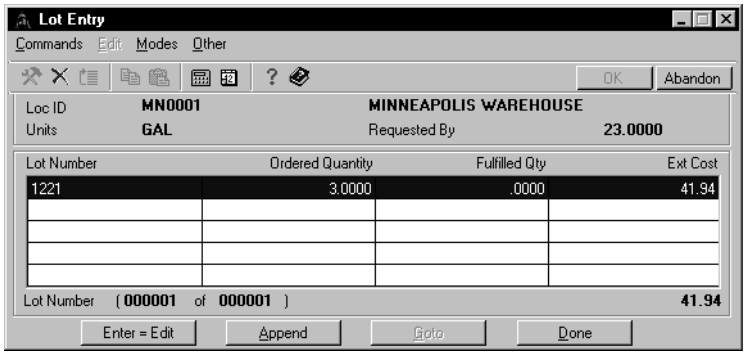
   If you use the standard costing method, the standard cost appears.

   The extended cost (quantity x cost) and extended standard cost (quantity x standard cost) appears.

9. Enter additional information about the transaction in the **Comments** box.

10. To save your entries and exit to the Inventory Transactions screen, use the **Proceed** (**OK**) command. To exit to the Inventory Transactions screen without saving your entries, use the **Exit** (**F7**) command.

Lot Entry


Lot Entry
Commands Edit Modes Other
OK Abandon
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Units GAL Requested By 23.0000
Lot Number Ordered Quantity Fulfilled Qty Ext Cost
1221 3.0000 .0000 41.94
Lot Number (000001 of 000001) 41.94
Enter = Edit Append Goto Done

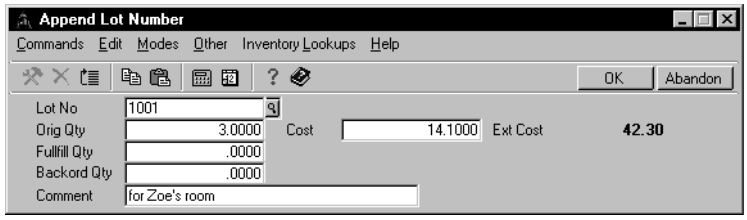
This screen appears if you are tracking lots for an item. Use it to enter adjustments, sales, or purchases.

The ID of the item, the ID of the location, and the unit of measure you are working with appears. The quantity being sold, adjusted, or purchased, lot numbers for the item, quantity ordered for the lot, quantity available to fill the order for the lot, and the extended cost (quantity x cost) of the lot appears.

Select a command:

- To edit a line, move the prompt to the line you want to edit and press **Enter**. The Edit Lot Number screen appears.
- Press **A** to add lot numbers to the item. The Append Lot Number screen appears. See “Append/Edit Lot Number” on page 6-13 for more information.
- Press **D** to save your entries when you are finished adding or editing information about lots.

Append/Edit Lot Number



If you are editing a lot number, this screen is called the Edit Lot Number screen. If you are adding a lot number, this screen is called the Append Lot Number screen.

Use this screen to add lot numbers to a transaction or to edit lot numbers associated with a transaction.

Inquiry

1. Enter or select the lot number of the item being adjusted, sold, or purchased in the **Lot No** box. The quantity on hand and available appear at the bottom of the screen.

2. The original quantity of the lot appears. If you are entering a new purchase or sales order, enter the quantity in the **Orig Qty** box.

3. Enter the quantity of the lot needed to fill the transaction in the **Fulfill Qty** box. If you are entering a new order, this field is skipped.

   The quantity on backorder, cost of the lot, and the extended cost (quantity x cost) appear.

4. Enter additional information about the lot in the **Comment** box.

5. To save your entries and exit to the Lot Entry screen, use the **Proceed** (**OK**) command.

Serial Number Entry

Serial Number Entry
Commands Edit Modes Other
OK Abandon
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Units EA Requested By 1.0000
Serial Number Unit Cost
LTQ6131084 239.6600 429.91
Serial Number (000001 of 000001) 239.6600 429.9100
Enter = Edit Append Goto Done

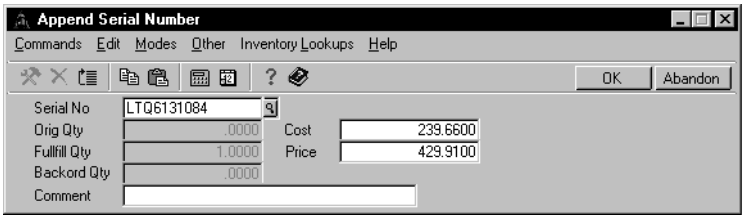
This screen appears if you are working with a serialized item. Use it to enter adjustments, sales, or purchases.

The ID of the item, the ID of the location, and the unit of measure you are working with appear. The quantity being sold, adjusted, or purchased, serial numbers for the item, unit cost and price of the serialized item appears.

Select a command:

- To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Serial Number screen appears.
- Press **A** to add lot numbers to the item. The Append Serial Number screen appears.
- Press **D** to save your entries when you are finished adding or editing information about serial numbers.
- To exit to the transaction screen you were working with without saving your changes, use the **Exit** (**F7**) command.

Append/Edit Serial Number



If you are editing a serial number, this screen is called the Edit Serial Number screen. If you are adding a serial number, this screen is called the Append Serial Number screen.

Use this screen to add serial numbers to a transaction or to edit serial numbers associated with a transaction.

Inquiry

1. Enter or select the serial number of the item being adjusted, sold, or purchased in the **Serial No** box.

2. The **Auto Generate?** field appears if you enter goods received or a purchase transaction with invoice status.

   If you want the system to generate serial numbers, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you auto generate the serial numbers, enter the number of serial numbers to generate.

   The original quantity of the serialized items appears in the **Orig Qty** box.

3. If you elected to auto generate serial numbers, enter the quantity of serial numbers you are purchasing in the **Fulfill Qty** box.

   The quantities on backorder appear in the **Backord Qty** box.

4. Enter the cost of the serialized item in the **Cost** box.

   The extended cost (quantity x cost) appears.

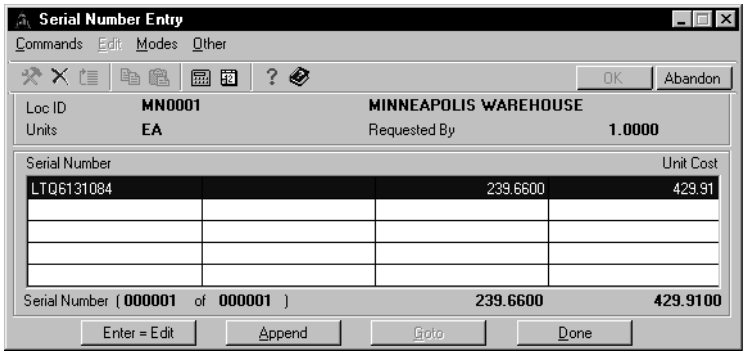
5. The **Price** field appears for sales transactions. Enter the price of the serialized item.

6. The **Ext Price** field appears for sales transactions and displays the extended price.

7. Enter additional information about the serialized item in the **Comment** box.

8. To save your entries and exit to the Serial Number Entry screen, use the **Proceed** (**OK**) command. To exit to the Serial Number Entry screen without saving your entries, use the **Exit** (**F7**) command.

Serial/Lot Number Entry


Serial Number Entry
Commands Edit Modes Other
OK Abandon
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Units EA Requested By 1.0000
Serial Number Unit Cost
LTQ6131084 239.6600 429.91
Serial Number (000001 of 000001) 239.6600 429.9100
Enter = Edit Append Goto Done

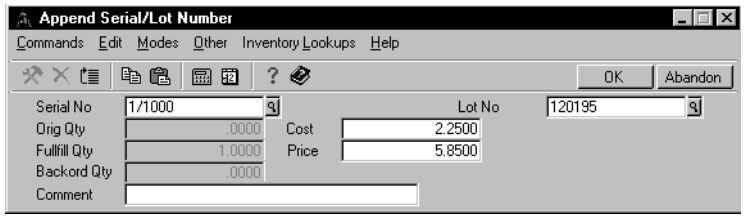
This screen appears if you are working with an item that is both lotted and serialized, and you use the serial/lot entry method to enter transactions. Use it to enter adjustments, sales, or purchases for lotted and serialized items.

The ID of the item, the ID of the location, and the unit of measure you are working with appear. The quantity being sold, adjusted, or purchased, serial numbers for the item, unit cost and price of the serialized item appear.

Select a command:

- To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Lotted Serial Number screen appears.
- Press **A** to add lot numbers to the item. The Append Lotted Serial Number screen appears.
- Press **D** to save your entries when you are finished adding or editing information about serial numbers.
- To exit to the transaction screen you were working with without saving your changes, use the **Exit** (**F7**) command.

Append/Edit Lotted Serial Number



If you are editing a lotted or serialized number, this screen is called the Edit Serial/Lot Number screen. If you are adding a lotted or serialized number, this screen is called the Append Serial/Lot Number screen.

Use this screen to add or edit serialized and lotted items, using the serial/lot entry method.

Inquiry

1. Enter the serial number of the item being adjusted, sold, or purchased in the **Serial No** box.

Inquiry

2. Enter the lot number of the item being adjusted, sold, or purchased.

3. The **Auto Generate?** field appears if you enter goods received or a purchase transaction with invoice status.

   If you want the system to generate serial numbers, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you auto generate the serial numbers, enter the number of serial numbers to generate.

   The original quantity of the item appears in the **Orig Qty** box.

   The quantity needed to fill the transaction appears.

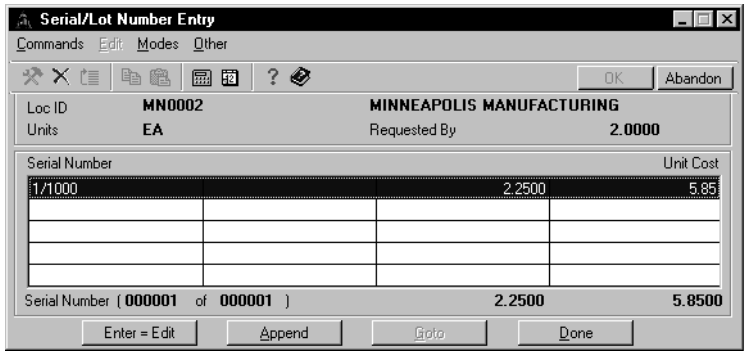
   The quantity on backorder appears in the **Backord Qty** box.

4. Enter the cost of the item in the **Cost** box.

5. Enter additional information about the serialized/lotted item in the **Comment** box.

6. To save your entries and exit to the Lot/Serial Number Entry screen, use the **Proceed** (**OK**) command. To exit to the Lot/Serial Number Entry screen without saving your entries, use the **Exit** (**F7**) command.

Lot/Serial Number Entry



This screen appears if you are working with an item that is both lotted and serialized, and you use the lot/serial entry method to enter transactions. Use it to enter adjustments, sales, or purchases for lotted and serialized items.

The ID of the item, the ID of the location, and the unit of measure you are working with appear. The quantity in the lot for the transaction, the total quantity of the lot, serial numbers in the lot, and the unit cost and unit price of the serialized item appear.

Select a command:

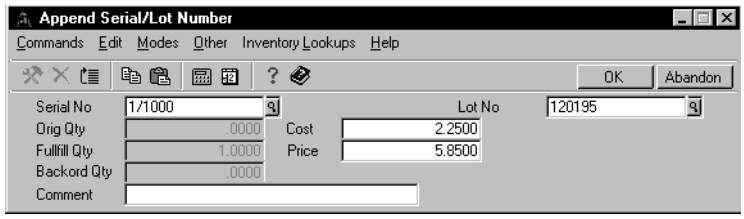
- To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Lotted Serial Number screen appears.

- Press **A** to add lot numbers to the item. The Append Lotted Serial Number screen appears.

- Press **D** to save your entries when you are finished adding or editing information about serial numbers.

- To exit to the transaction screen you were working with without saving your changes, use the **Exit** (**F7**) command.

Append/Edit Lotted Serial Number



If you are editing a lotted or serialized number, this screen is called the Edit Serial/Lot Number screen. If you are adding a lotted or serialized number, this screen is called the Append Serial/Lot Number screen.

Use this screen to add or edit serialized and lotted items, using the serial/lot entry method.

Inquiry

1. Enter the serial number of the item being adjusted, sold, or purchased in the **Serial No** box.

2. The **Auto Generate?** field appears if you enter goods received or a purchase transaction with invoice status.

   If you want the system to generate serial numbers, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you auto generate the serial numbers, enter the number of serial numbers to generate.

   The original quantity of the item appears in the **Orig Qty** box.

   The quantity needed to fill the transaction appears.

   The quantity on backorder appears in the **Backord Qty** box.

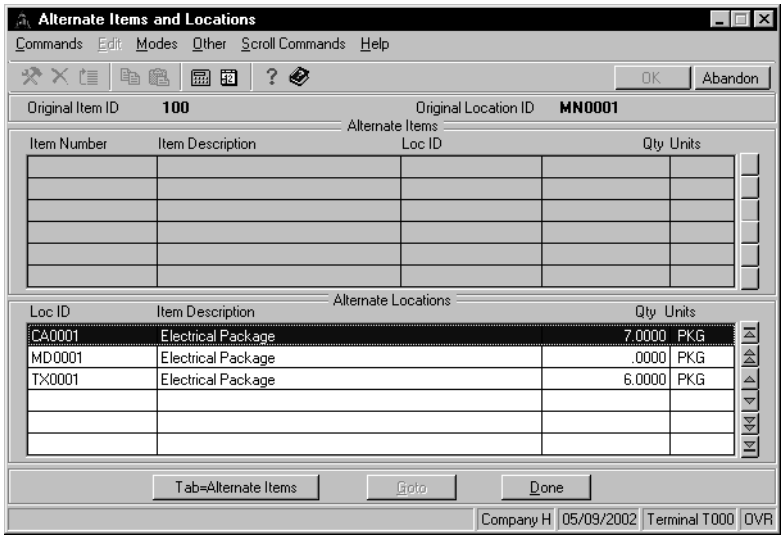
3. Enter the cost of the item in the **Cost** box.

4. The **Price** box appears for sales transactions. Enter the price of the serialized item.

5. Enter additional information about the lotted/serialized item in the **Comment** box.

6. To save your entries and exit to the Lot/Serial Number Entry screen, use the **Proceed** (**OK**) command. To exit to the Lot/Serial Number Entry screen without saving your entries, use the **Exit** (**F7**) command.

Alternate Items and Locations


Alternate Items and Locations
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Original Item ID 100
Original Location ID MN0001
Alternate Items
Item Number Item Description Loc ID Qty Units
Alternate Locations
Loc ID Item Description Qty Units
CA0001 Electrical Package 7.0000 PKG
MD0001 Electrical Package .0000 PKG
TX0001 Electrical Package 6.0000 PKG
Tab=Alternate Items
Goto
Done
Company H 05/09/2002 Terminal T000 OVR

This screen appears if you entered a quantity greater than the quantity at the location with which you are working. This screen is view-only and shows the quantities available at other locations and alternate items for the item. (The alternate items must have been set up on the Alternate Items screen in the **Items** function.)

This screen only appears for sales transactions.

Press **Tab** to toggle between the **Alternate Locations** and the **Alternate Items** sections of the screen.

Press **D** when you are finished viewing the available quantities at alternate locations.

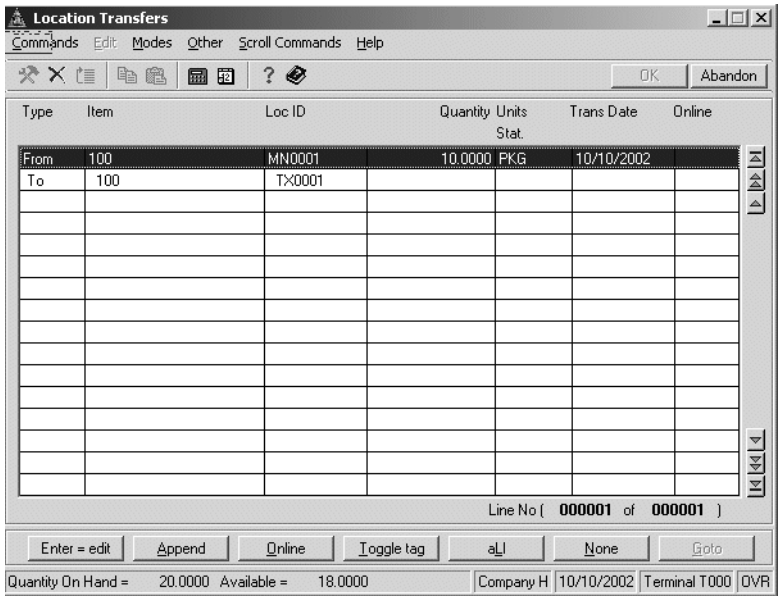
Field Name	Description
Original Item ID	The ID of the item you are working with appears.
Original Location ID	The ID of the location you are working with appears.
Item Number	If you set up alternate items for the item you are working with, the item number appears.
Item Description	The description of the alternate item appears.
Loc ID	The ID of the location of the alternate item appears.
Qty	The available quantity of the alternate item appears.
Units	The unit of measure for the alternate item appears.
Loc ID	The ID of the alternate location where the items can be found appears.
Item Description	The description of the item appears.
Qty	The quantity of the item at the alternate location appears.
Units	The unit of measure at the alternate location appears.

Location Transfers

Use the **Location Transfers** function on the **Daily Work** menu to move items from one location to another. Before you can transfer an item, you must set up the item in the destination location.

To produce a list of the information entered on the Location Transfers screen, use the **Transfers Journal** function on the **Daily Work** menu.

Select **Location Transfers** from the **Daily Work** menu. The Location Transfers screen appears. You may be prompted to select with which year you want to work: **Current Year** or **Last Year**.


Location Transfers
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Type Item Loc ID Quantity Units Stat. Trans Date Online
From 100 MN0001 10.0000 PKG 10/10/2002
To 100 TX0001
Line No (000001 of 000001)
Enter = edit Append Online Toggle tag aLl None Goto
Quantity On Hand = 20.0000 Available = 18.0000 Company H 10/10/2002 Terminal T000 OVR

Use this screen to add or edit a transfer.

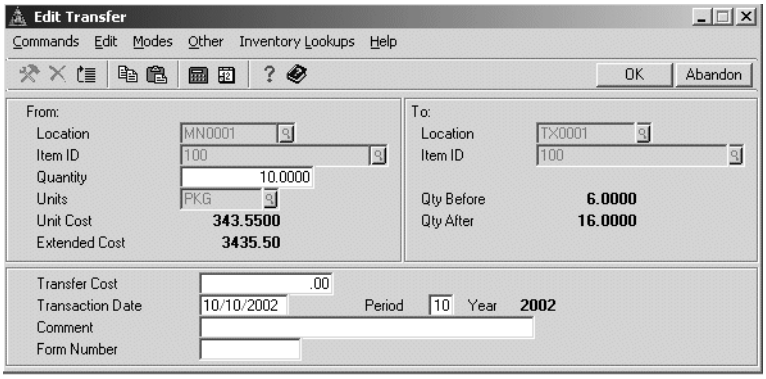
The ID of the item being transferred, the IDs of the locations you are transferring the item from and to, the quantity that was transferred, the unit of measure for the quantity, and the date of the transfer appear. The quantity on hand and quantity available appear in the status bar at the bottom of the screen.

Select a command:

Note: If this screen is empty, press **Enter** to go directly into Append mode.

- To edit, move the prompt to the transfer you want to edit and press **Enter**. The Edit Transfer screen appears.
- Press **A** to add a location transfer. The Append Transfer screen appears.
- Press **O** to print a Locations Transfer picking slip form for the current line or for all tagged transactions.
- Press **T** to toggle the current line's tag to on or off for printing online Location Transfer forms.
- Press **L** to change all toggles to **Tag**.
- Press **N** to change all toggle from **Tag** to blank (untagged).
- Press **G** to go to a specific transfer (this command is available only if there is more than one page of transfers).
- This screen is display-only; information is saved through the append and edit screens. To exit to the **Daily Work** menu, use the **Exit** (**F7**) command.

Append/Edit Transfer



If you are editing a transfer, this screen is called the Edit Transfer screen. If you are adding a transfer, this screen is called the Append Transfer screen.

Use this screen to enter the location from which you are transferring and to enter transfer costs.

Inquiry
Maint

1. Enter or select the ID of the location from which you are transferring the item in the **From Location** box.

Inquiry
Maint

2. Enter or select the number of the item you want to transfer in the Item ID box.

3. Enter the quantity you are transferring in the **Quantity** box.

Inquiry
Maint

4. Enter the unit of measure with which you want to work.

   The unit cost (unit cost x quantity) and the total cost (item cost x quantity) of the item you are transferring appears.

Inquiry
Maint

5. Enter or select the ID of the location to which you are transferring the item in the **To Location** box.

Inquiry
Maint

6. Enter or select the ID of the item you are transferring in the **Item ID** box.

7. The on-hand quantity of the item in the destination location before and after the transfer appears.

8. Enter the cost of the transfer (to include costs such as shipping, handling, or packaging) in the **Transaction Cost** box.

9. Enter the date of the transfer in the **Transaction Date** box.

10. Enter the period you want to post the transfer cost to in the **Period** box.

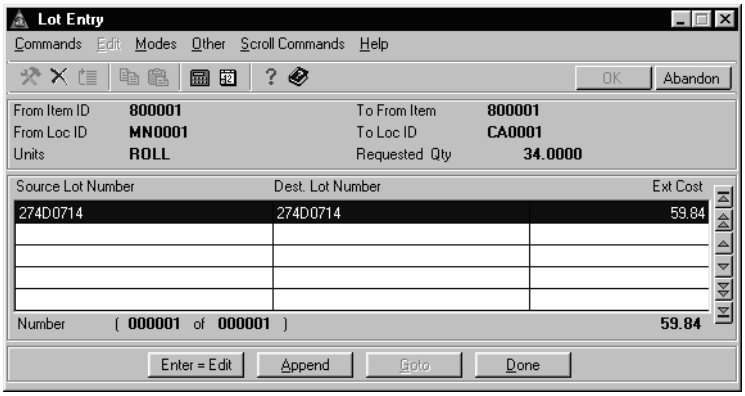
    The year of the transfer appears.

11. Enter additional information about the transfer in the **Comment** box.

12. Enter the number printed on the Location Transfers form in the **Form Number** box. If you leave the number blank, the system assigns the form number when you print it.

13. To save your entries and exit to the Location Transfers screen, use the **Proceed** (**OK**) command. To exit to the Location Transfers screen without saving your entries, use the **Exit** (**F7**) command.

Lot Entry



This screen appears if you are tracking lots for the item you are transferring. Use this screen to indicate whether you want to add or edit a lot number.

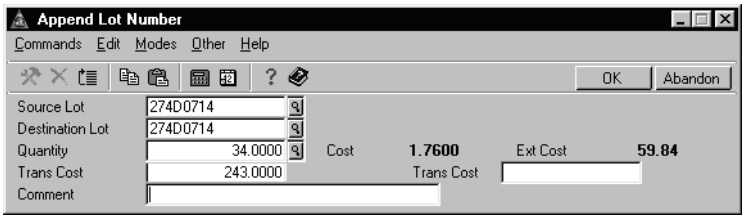
The following information appears in the top portion of the screen:

Field Name	Description
From Item ID	The ID of the transferred item appears.
From Loc ID	The ID of the location the item is being transferred from appears.
Units	The unit of measure for the item appears.
To Item ID	The ID of the transferred item appears.
To Loc ID	The ID of the location the item is being transferred to appears.
Requested Qty	The quantity that is being transferred appears.
Source Lot Number	The lot that the item is being transferred from appears.
Dest. Lot Number	The lot that the item is being transferred to appears.
Ext Cost	The total cost (item cost x quantity) appears.

Select a command:

- To edit, move the prompt to the lot number you want to edit and press **Enter**. The Edit Lot Number screen appears.
- Press **A** to add a lot number. The Append Lot Number screen appears.
- Press **D** to go to the Location Transfers screen.

Append/Edit Lot Number



If you are editing a lot number, this screen is called the Edit Lot Number screen. If you are adding a lot number, this screen is called the Append Lot Number screen. Use this screen to add or edit lots.

Inquiry

1. Enter or select the number of the lot you are transferring the item from in the **Source Lot** box.

Inquiry

2. Enter or select the number of the lot you are transferring the item to in the **Destination Lot** box.

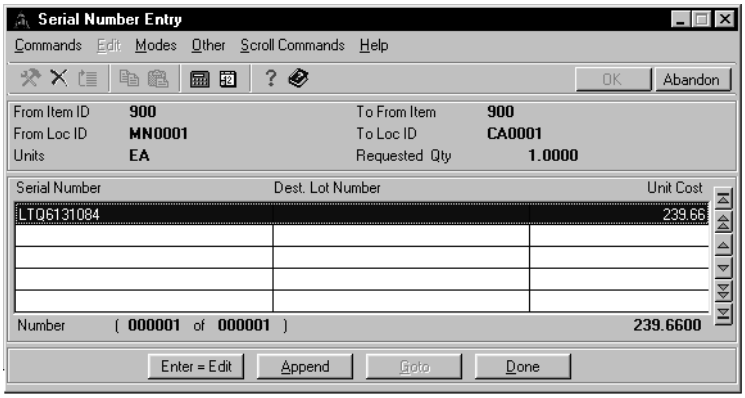
Inquiry

3. Enter or select the quantity of the item being transferred from the lot in the **Quantity** box.
4. Enter the cost of transferring the quantity of items from the lot in the **Trans Cost** box.
5. Enter additional information about the quantity being transferred from the lot in the **Comment** box.

The cost of the lotted item and the total cost (quantity x cost) of the looted items being transferred appear.

6. To save your entries and exit to the Lot Entry screen, use the **Proceed** (**OK**) command. To exit to the Lot Entry screen without saving your entries, use the **Exit** (**F7**) command.

Serial Number Entry



This screen appears if you are working with a serialized item. Use it to indicate whether you want to add or edit a serial number.

The following information appears in the top portion of the screen:

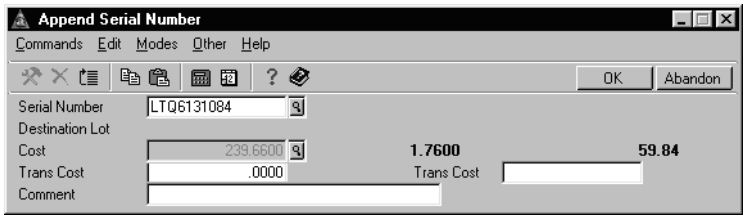
Field Name	Description
From Item ID	The ID of the transferred item appears.
From Loc ID	The ID of the location the item is being transferred from appears.
Units	The unit of measure for the item appears.
To Item ID	The ID of the transferred item appears.

Field Name	Description
To Loc ID	The ID of the location the item is being transferred to appears.
Requested Qty	The quantity that is being transferred appears.
Serial Number	The serial number of the transferred item appears.
Unit Cost	The unit cost of the serialized item appears.

Select a command:

- To edit, move the prompt to the serial number you want to edit and press **Enter**. The Edit Serial Number screen appears.
- Press **A** to add a serial number. The Append Serial Number screen appears.
- Press **D** to go to the Location Transfers screen.

Append/Edit Serial Number



If you are editing a serial number, this screen is called the Edit Serial Number screen. If you are adding a serial number, this screen is called the Append Serial Number screen. Use this screen to add or edit serial numbers.

Inquiry

1. Enter or select the serial number you are transferring in the **Serial Number** box.

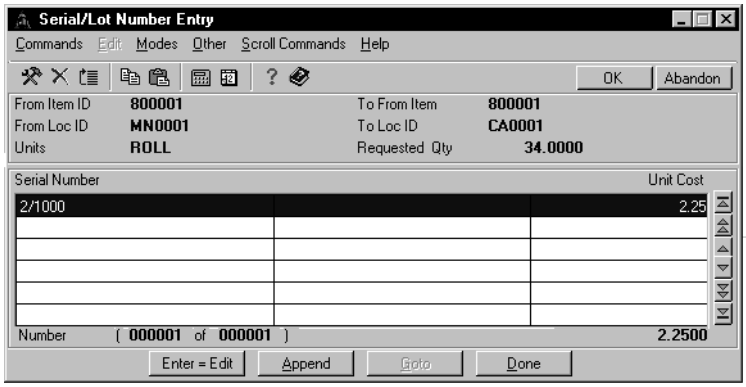
   The cost of the serialized item is displayed.

2. Enter the cost of transferring the serialized item in the **Trans Cost** box.

3. Enter additional information about the serialized item being transferred in the **Comment** box.

4. To save your entries and exit to the Serial Number Entry screen, use the **Proceed** (**OK**) command. To exit to the Serial Number Entry screen without saving your entries, use the **Exit** (**F7**) command.

Serial/Lot Number Entry



Use this screen to enter location transfers for lotted and serialized items.

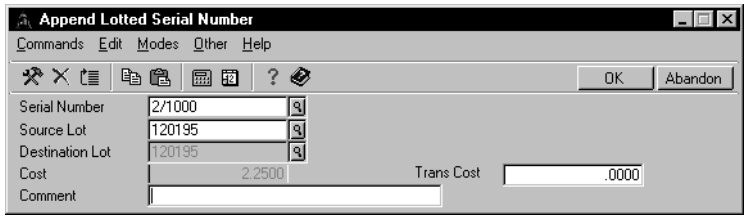
The following information appears in the top portion of the screen:

Field Name	Description
From Item ID	The ID of the transferred item appears.
From Loc ID	The ID of the location the item is being transferred from appears.
Units	The unit of measure of the item appears.
To Item ID	The ID of the transferred item appears.
To Loc ID	The ID of the location the item is being transferred to appears.
Requested Qty	The quantity that is being transferred appears.
Serial Number	The serial number of the transferred item appears.
Unit Cost	The unit cost of the serialized item appears.

Select a command:

- To edit, move the prompt to the lot number you want to edit and press **Enter**. The Edit Lotted Serial Number screen appears.
- Press **A** to add a lot number. The Append Lotted Serial Number screen appears.
- Press **D** to go to the Location Transfers screen.

Append/Edit Lotted Serial Number



If you are editing a lotted serial number, this screen is called the Edit Lotted Serial Number screen. If you are adding a lotted serial number, this screen is called the Append Lotted Serial Number screen. Use this screen to add or edit serialized and lotted numbers.

Inquiry

1. Enter or select the serial number in the lot in the **Serial Number** box.

Inquiry

2. Enter or select the lot the serial number is being transferred from in the **Source Lot** box.

Inquiry

3. Enter or select the lot the serial number is being transferred to in the **Destination Lot** box.

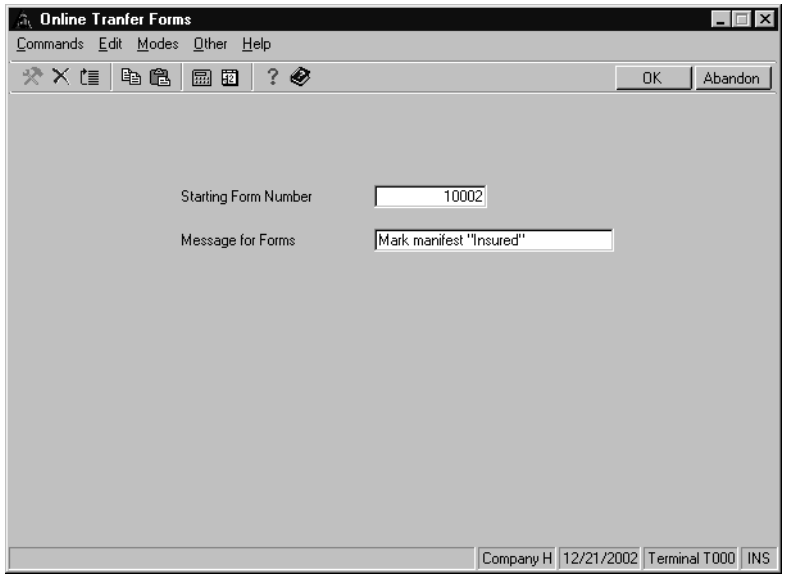
   The cost of the lotted/serialized item appears.

4. Enter the cost of transferring the item to the destination lot in the **Trans Cost** box.

5. Enter additional information about the serialized item being transferred in the **Comment** box.

6. To save your entries and exit to the Serial/Lot Number Entry screen, use the **Proceed** (**OK**) command. To exit to the Serial/Lot Number Entry screen without saving your entries, use the **Exit** (**F7**) command.

Online Transfer Forms



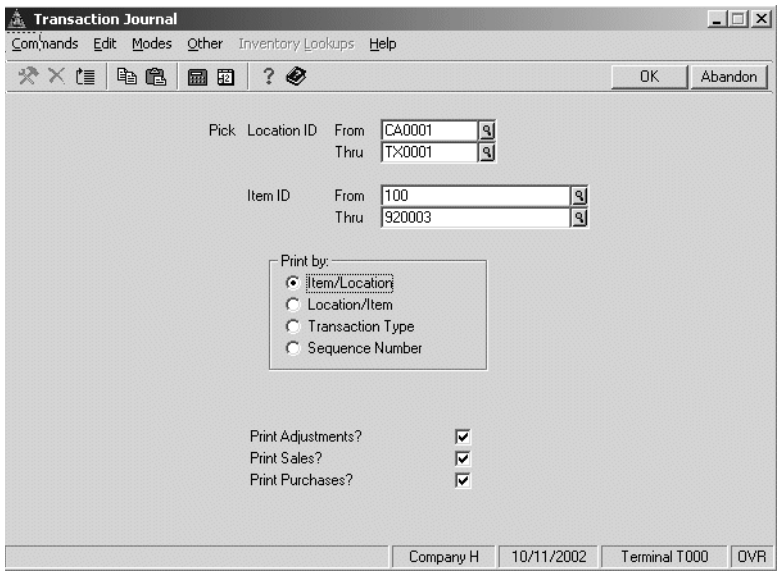
1. Enter the form number to use for the first form.
2. Enter a message that prints on all of the transfer forms.
3. Select the output device for the forms.
4. After the forms print, the Location Transfers screen appears. To return to the **Daily Work** menu, use the **Exit** (**F7**) command.

Transaction Journal

Use the **Transaction Journal** function on the **Daily Work** menu to print transactions that were entered in the **Inventory Transactions** function.

Use the Transaction Journal screen to select the locations, items, and types of transactions that you want to include in the journal.

Select **Transaction Journal** from the **Daily Work** menu. The Transaction Journal screen appears.



Inquiry

1. Enter the range of locations and items whose information you want to include in the journal or leave the boxes blank to include all locations and items.

2. Select the order in which you want to organize the journal.

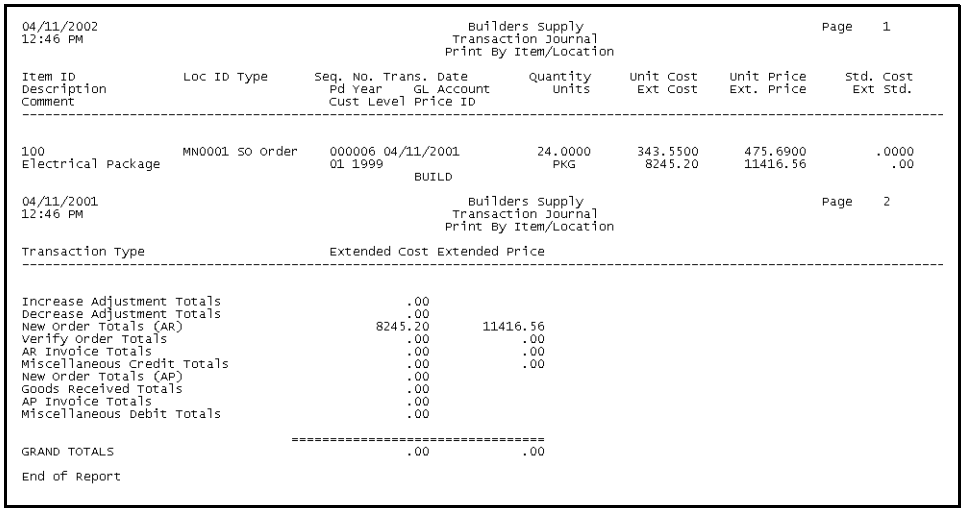
3. If you want the journal to include adjustment transactions, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want the journal to include sales transactions, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If you want the journal to include purchase transactions, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. Select the output device for the journal. See “Output the Report” on page 1-60 for more information. After the journal is produced, the **Daily Work** menu appears.

Transaction Journal



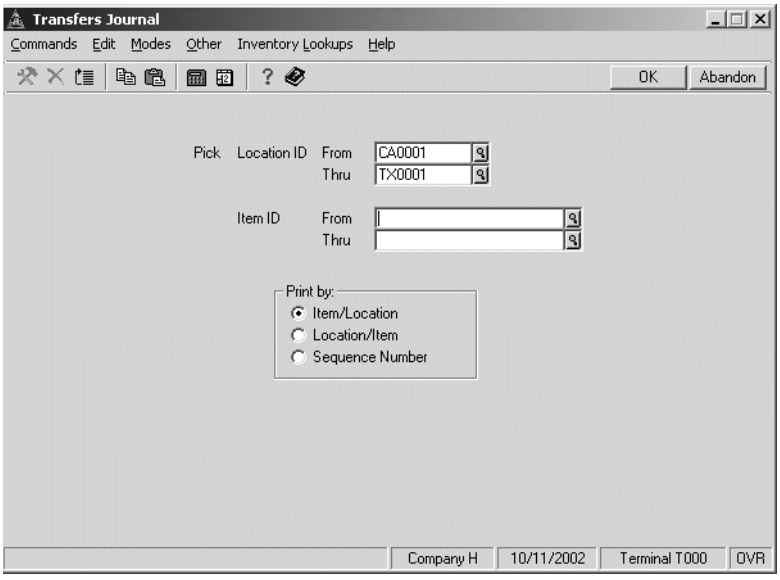
```
04/11/2002                                    Builders Supply                              Page    1
12:46 PM                                    Transaction Journal
                                          Print By Item/Location

Item ID             Loc ID Type      Seq. No. Trans. Date        Quantity     Unit Cost    Unit Price     Std. Cost
Description                            Pd Year    GL Account       Units      Ext Cost    Ext. Price      Ext Std.
Comment                                Cust Level Price ID
-------------------------------------------------------------------------------------------------------------------------

100                 MN0001 SO Order    000006 04/11/2001          24.0000      343.5500      475.6900         .0000
Electrical Package                     01 1999                      PKG         8245.20      11416.56          .00
                                                    BUILD

04/11/2001                                    Builders Supply                              Page    2
12:46 PM                                    Transaction Journal
                                          Print By Item/Location

Transaction Type                       Extended Cost Extended Price
-------------------------------------------------------------------------------------------------------------------------


Increase Adjustment Totals                    .00
Decrease Adjustment Totals                    .00
New Order Totals (AR)                     8245.20       11416.56
Verify Order Totals                           .00            .00
AR Invoice Totals                             .00            .00
Miscellaneous Credit Totals                   .00            .00
New Order Totals (AP)                         .00
Goods Received Totals                         .00
AP Invoice Totals                             .00
Miscellaneous Debit Totals                    .00

                                  ==================================
GRAND TOTALS                                  .00            .00

End of Report
```

Transfers Journal

Use the **Transfers Journal** function on the **Daily Work** menu to print the transfers that were entered in the **Location Transfers** function.

Use the Transfers Journal screen to select the locations and items that you want to include in the journal.

Select **Transfers Journal** from the **Daily Work** menu. The Transfers Journal screen appears.



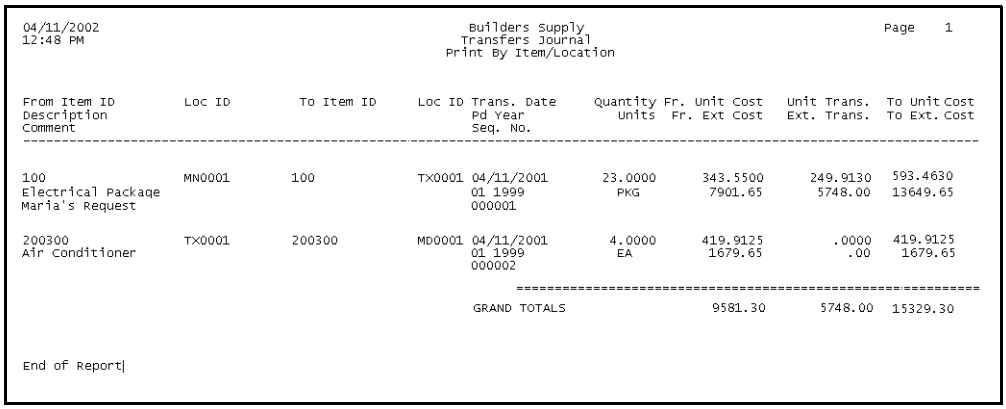
Inquiry

1. Enter the range of locations and items whose information you want to include in the journal or leave the boxes blank to include all locations and items.

2. Select the order in which you want to organize the journal.

3. Select the output device for the journal. See “Output the Report” on page 1-60 for more information. After the journal is produced, the **Daily Work** menu appears.

Transfers Journal



04/11/2002 Builders Supply Page 1
12:48 PM Transfers Journal
Print By Item/Location

From Item ID / Description / Comment	Loc ID	To Item ID	Loc ID	Trans. Date / Pd Year / Seq. No.	Quantity / Units	Fr. Unit Cost / Fr. Ext Cost	Unit Trans. / Ext. Trans.	To Unit Cost / To Ext. Cost
100 Electrical Package Maria's Request	MN0001	100	TX0001	04/11/2001 01 1999 000001	23.0000 PKG	343.5500 7901.65	249.9130 5748.00	593.4630 13649.65
200300 Air Conditioner	TX0001	200300	MD0001	04/11/2001 01 1999 000002	4.0000 EA	419.9125 1679.65	.0000 .00	419.9125 1679.65
				GRAND TOTALS	9581.30		5748.00	15329.30

End of Report

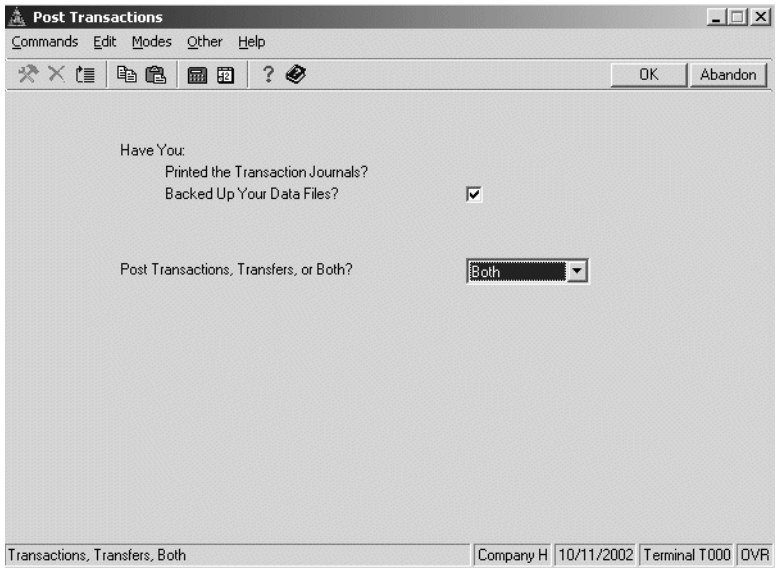
Post Transactions

Use the **Post Transactions** function on the **Daily Work** menu to post adjustments, sales, purchases, and transfers.

Before you post, complete these tasks:

- If you have a multiuser system, make sure that no one else is using the Inventory system.
- Print the Transactions and Transfers Journals.
- Back up all the data files.

Select **Post Transactions** from the **Daily Work** menu. The Post Transactions screen appears.



1. If you have printed the Transactions and Transfers Journals and backed up your data files, select the check box (or enter **Y** in text mode). If you haven't done these things, clear the box (or enter **N** in text mode), return to the **Daily Work** menu, and do so before continuing.

2. Enter **T** to post transactions, **R** to post transfers, or **B** to post both transactions and transfers.

3. If Inventory interfaces with General Ledger and you have created last-year data in General Ledger, select the fiscal year to post your entries to. You can post to the current-year **GLJRxxx** file or to the last-year **GLJRxxx** file.

4. Select the output device for the posting log to begin the posting process. See "Output the Report" on page 1-60 for more information. After posting is finished, the **Daily Work** menu appears.

Post Transactions Log

04/11/2002 Builders Supply PAGE 1
12:49 PM Post Transactions

Item ID	Loc. ID	Trans. Type	GL Account	Debit	Credit
820001	MN0001	Purchase	104400	275.00	
820001	MN0001	Purchase	100500		275.00
820002	MN0001	Purchase	104400	221.00	
820002	MN0001	Purchase	100500		221.00
820003	MN0001	Purchase	104400	357.50	
820003	MN0001	Purchase	100500		357.50
820004	MN0001	Purchase	104400	189.00	
820004	MN0001	Purchase	100500		189.00
820005	MN0001	Purchase	104400	74.50	
820005	MN0001	Purchase	100500		74.50
Posted to Period 12				1117.00	1117.00

04/11/2001 Builders Supply PAGE 2
12:49 PM Post Transactions

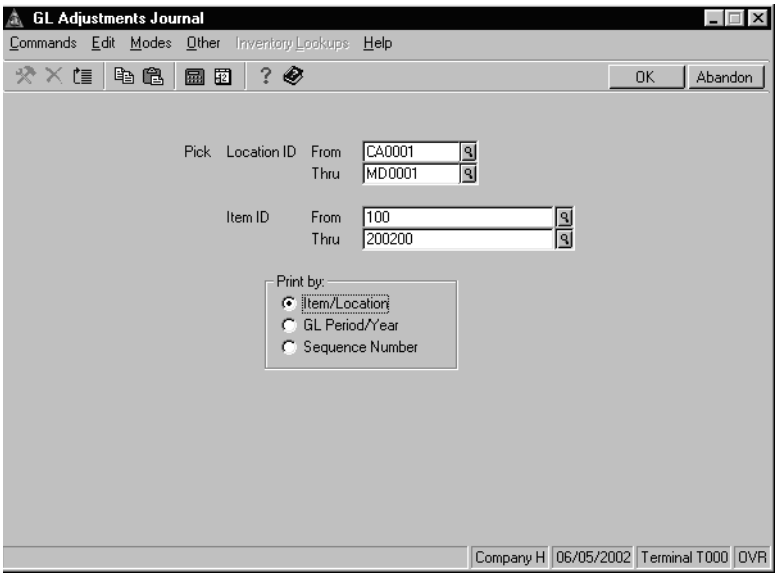
Item ID	Loc. ID	Trans. Type	GL Account	Debit	Credit
100	MN000	Transfer From	104400		7901.65
100	TX000	Transfer To	104400	7901.65	
N0001 100	Cost	Transfer From	503000		5748.00
X0001 100	Cost	Transfer To	104400	5748.00	
200300	TX000	Transfer From	104400		1679.65
200300	MD000	Transfer To	104400	1679.65	
Posted to Period 01				15329.30	15329.30

End of Report

GL Adjustments Journal

Use the **GL Adjustments Journal** function on the **Daily Work** menu to list COGS adjustments in the **INCJxxx** (COGS Journal) file. If Accounts Payable or Purchase Order interface with Inventory, COGS adjustments from those applications are also printed through this function.

Select **GL Adjustments Journal** from the **Daily Work** menu. The GL Adjustments Journal screen appears.



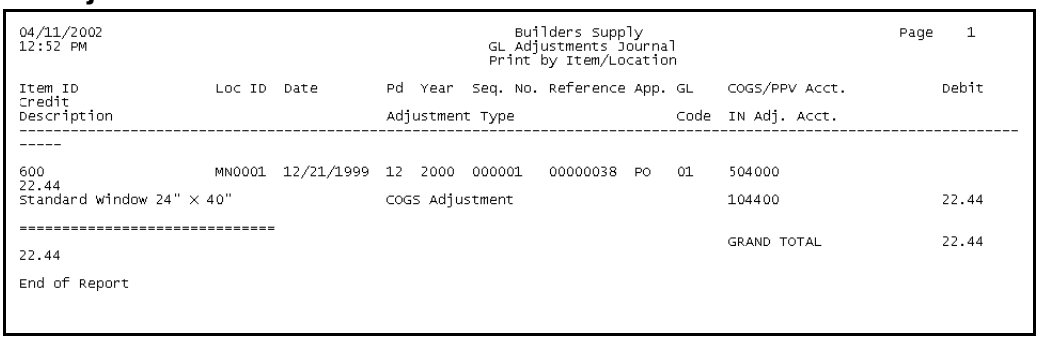
Inquiry

1. Enter the range of locations and items whose information you want to include in the journal.

2. Select the order in which you want to organize the journal.

3. Select the output device for the journal. See “Output the Report” on page 1-60 for more information. After the journal is produced, the **Daily Work** menu appears.

GL Adjustments Journal



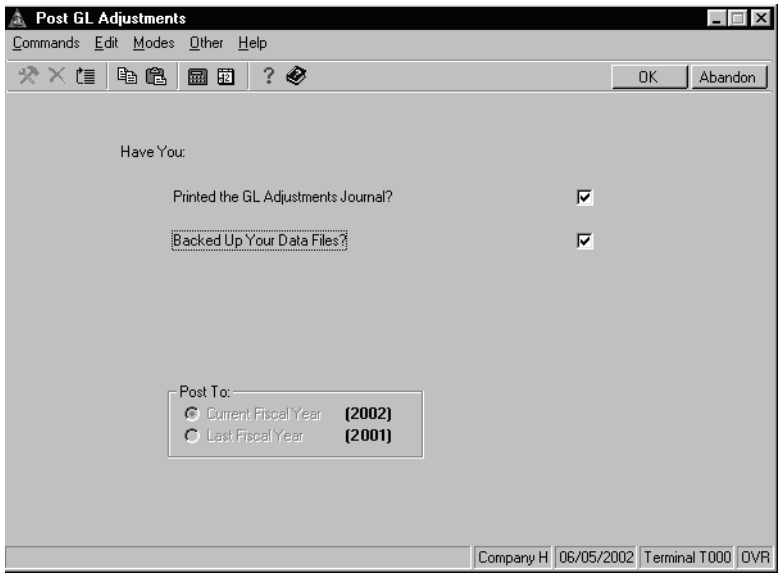
```
04/11/2002                                          Builders Supply                                  Page    1
12:52 PM                                          GL Adjustments Journal
                                                  Print by Item/Location

Item ID                Loc ID  Date        Pd  Year  Seq. No. Reference App. GL    COGS/PPV Acct.           Debit
Credit
Description                                Adjustment Type                  Code  IN Adj. Acct.
-------------------------------------------------------------------------------------------------------------------
-----

600                    MN0001  12/21/1999  12  2000  000001   00000038  PO   01    504000
22.44
Standard Window 24" X 40"                  COGS Adjustment                        104400                   22.44

==============================
                                                                                  GRAND TOTAL              22.44
22.44

End of Report
```

Post GL Adjustments

Use the **Post GL Adjustments** function on the **Daily Work** menu to post COGS adjustments and purchase price variances to General Ledger.

Before you post, complete these tasks:

- If you have a multiuser system, make sure that no one else is using the Inventory system.
- Print the GL Adjustments Journal.
- Back up all your data files.



1. If you have printed the GL Adjustments Journal and backed up your files, select the check box (or enter **Y** in text mode). If you have not done these things, clear the box (or enter **N** in text mode) and do so before continuing.

2. If Inventory interfaces with General Ledger and you have created last-year data in General Ledger, select the fiscal year to post your entries to. You can post to the current-year **GLJRxxx** file or to the last-year **GLJRxxx** file.

3. Select the output device for the posting log to begin the posting process. See “Output the Report” on page 1-60 for more information. When the post is finished and the log is produced, the **Daily Work** menu appears.

GL Adjustments Log

```
04/24/2002                                    Builders Supply                                    Page    1
2:11 PM                                  Post GL Adjustments to General Ledger

Item ID               Loc ID  Date        Pd  Year  Seq. No. Reference App. GL    COGS/PPV Acct.
Description                               Adjustment Type                  Code  IN Adj. Acct.          Debit   Credit
-------------------------------------------------------------------------------------------------------------------

600                   MN0001  12/21/1999  12  2000  000001   00000038  PO   01    504000                          22.44
Standard Window 24" X 40"                 COGS Adjustment                       104400                 22.44
                                                                                                  ---------------------------------
                                                                                Period 12 Total          22.44    22.44

                                                                                                  =================================
                                                                                GRAND TOTAL              22.44    22.44

End of Report
```

Reorder Processing 7

Calculate Reorders	7-3
Reorder Report	7-5
Generate Purchase Requisitions	7-7

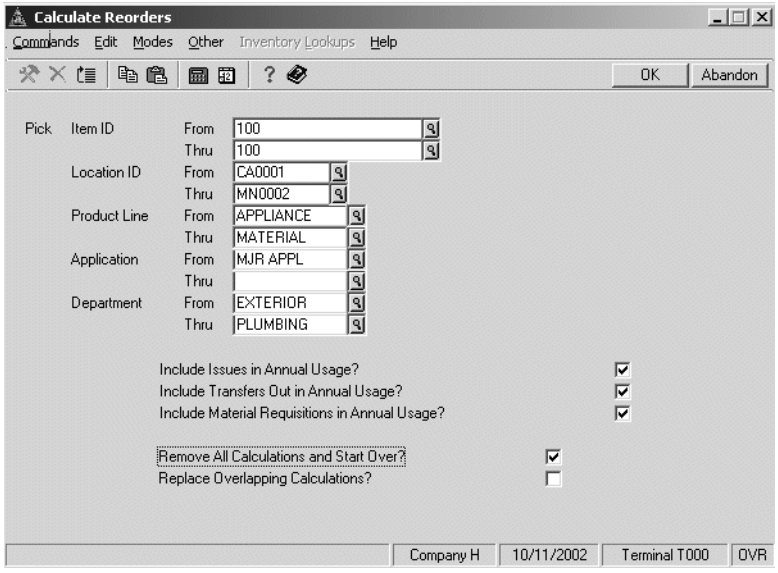
Calculate Reorders

Use the **Calculate Reorders** function on the **Reorder Processing** menu to calculate the quantity of an item to reorder. You can calculate reorders by one of the following methods: Economic Order Quantity (EOQ), Forecast, or Minimum / Maximum (Min/Max).

To retrieve the information entered in the **Calculate Reorders** function, use the **Reorder Report** function.

Use the Calculate Reorders screen to select the item IDs, location IDs, product lines, and user-defined fields you want to calculate in the reorder process.

Select **Calculate Reorders** from the **Reorder Processing** menu. The Calculate Reorders screen appears.



Inquiry

1. Enter the range of items, locations, product lines, and user-defined fields whose reorder quantity you want to calculate.

2. If you want to include the annual usage quantities for issues (bill of materials with multiple items) in the reorder calculation, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. If you want to include the annual usage quantities for transfers in the reorder calculation, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. The **Include Material Requisitions in Annual Usage** check box appears if you entered information on the Calculate Reorders screen but did not use the **Generate Purchase Requisitions** function.

   If you want to include the material requisitions in the reorder calculation, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. The **Remove All Calculations and Start Over?** check box appears if you entered information on the Calculate Reorders screen but did not use the **Generate Purchase Requisitions** function.

   If you want the system to remove previous calculations and start over, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you remove previous calculations, you cannot replace overlapping calculations.

6. The **Replace Overlapping Calculations?** check box appears if you entered information on the Calculate Reorders screen but did not use the **Generate Purchase Requisitions** function.

   If you want existing calculations to be replaced by current calculations that overlap, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you replace overlapping calculations, previous calculations that overlap are removed.

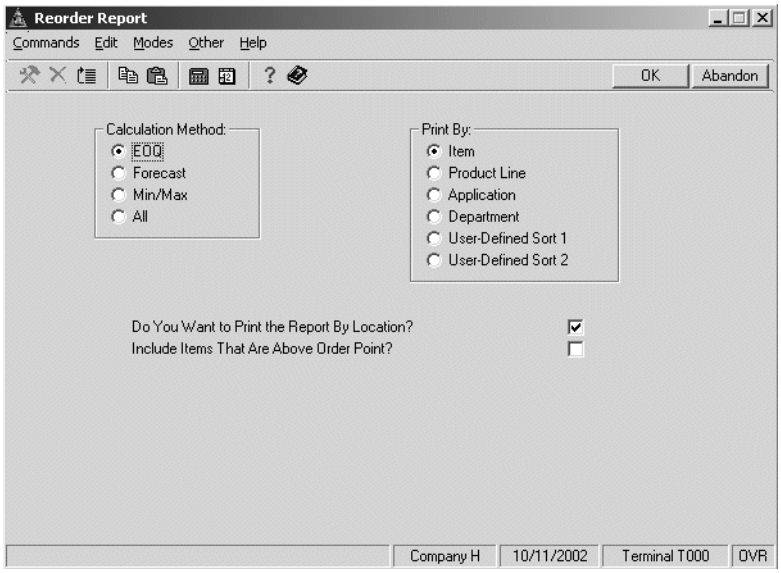
   To save your entries and exit to the **Reorder Processing** menu, use the **Proceed** (**OK**) command.

Reorder Report

Use the **Reorder Report** function on the **Reorder Processing** menu to print a list of the items you need to reorder based on the calculations in the **Calculate Reorders** function.

Use the Reorder Report screen to enter the calculation method you want to include in the report and to select the order in which you want to organize the report.

Select **Reorder Report** from the **Reorder Processing** menu. The Reorder Report screen appears.



1. Select the calculation method you want to use in the report. You can print quantities based on the EOQ method, the Forecast method, the Min/Max method, or all the calculation methods.

2. Select the order in which you want to organize the report.

3. If you want to separate the reorder quantity for each location, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want to include items whose quantity is above the order point, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. Select the output device for the journal. See "Output the Report" on page 1-60 for more information. After the report is produced, the **Reorder Processing** menu appears.

Reorder Report

10/11/2002 OSAS v6.5
Page 1
2:14 PM
Reorder Report
Location ID CA0001 By Item ID

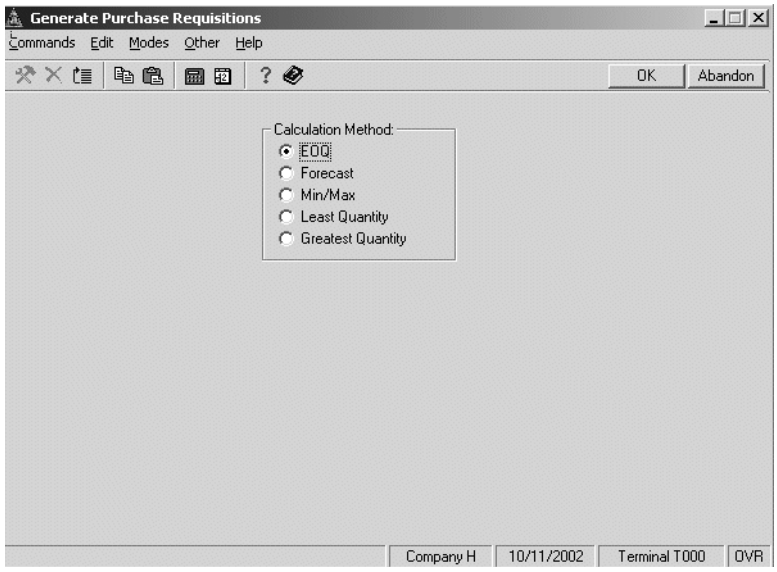
Item ID / Description	Product Line	Loc. ID / UOM	Application / Department / Forecast Type	Last Cost / Lead Time	Available / On Order / Safety Stock	Annual Use / Forecast Use	Order Point	EOQ	Nt.
200100 Furnace	HEAT/AIR	CA0001 EA	MJR APPL BUILDING SEAS	367.6300 7.0	.0000 .0000 .0000	7.0000 .0000	.0000	1.0000	HM
200300 Air Conditioner	HEAT/AIR	CA0001 EA	MJR APPL BUILDING SEAS	419.9100 7.0	.0000 .0000 .0000	7.0000 .0000	.0000	1.0000	HM

Generate Purchase Requisitions

Use the **Generate Purchase Requisitions** function on the **Reorder Processing** menu to create purchase requisitions for the items that need to be reordered.

Before you can use the **Generate Purchase Requisitions** function, Purchase Order must interface with Inventory and the **Auto Reorder** flag on the General Information screen in the **Items** function must be set to **YES** (selected).

Use the Generate Purchase Requisitions screen to select the calculation method you want to use when purchase requisitions are generated.



1. Select the calculation method you want to use when purchase requisitions are generated. You can use the EOQ method, the Forecast method, the Min/Max method, the least quantity calculated of the three methods, or the greatest quantity calculated of the three methods.

2. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Reorder Processing** menu, use the **Exit** (**F7**) command.

Reports 8

Printing a Report	8-3
Inventory Movement Report	8-5
Item Status Report	8-7
Price Report	8-9
Valuation Report	8-11
Cost Variance Report	8-13
Serialized History Report	8-15
Lot History Report	8-17
Transaction History Report	8-19

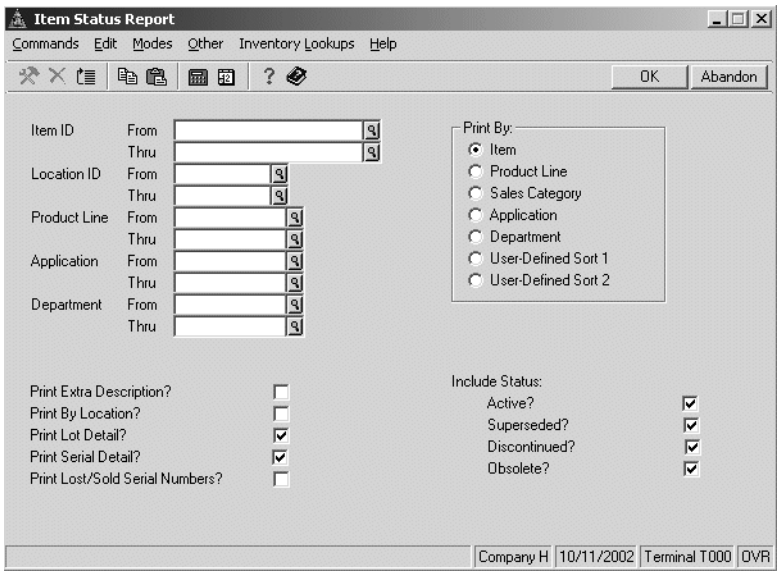
Printing a Report

The functions on the **Reports** menu let you print reports that provide information such as transactions and transfers performed, status of items and quantities in stock, quantity break price for items, profitability of inventory items, cost variance of items, and so on.

All reports are produced in the same way. Use the instructions below to print a report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a report:

1. Select the report you want to print from the **Reports** menu. The selection screen for that report appears. The Item Status Report screen is shown below as an example.



Inquiry

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

   Leave these fields blank to include all values in the list.

3. If the screen contains entry fields (for example, for entering date ranges, invoice dates, or periods and years), enter the appropriate values to use when printing the report.

4. If the screen contains options that control whether the report is printed in summary or in detail, select the option you want to use.

5. If the screen contains options that control how information is sorted, select the option you want to use to sort the information. You can select only one sort option.

6. If the screen contains options or combo boxes that control what prints on the report, select the option corresponding to the type of information you want to print. You can select only one print option.

7. If the screen contains check boxes or Yes/No fields that control how additional information prints on the list, select the check box (or enter **Y** in text mode) to use that option when printing the list. Clear the check box (or enter **N** in text mode) if you do not want to use that option.

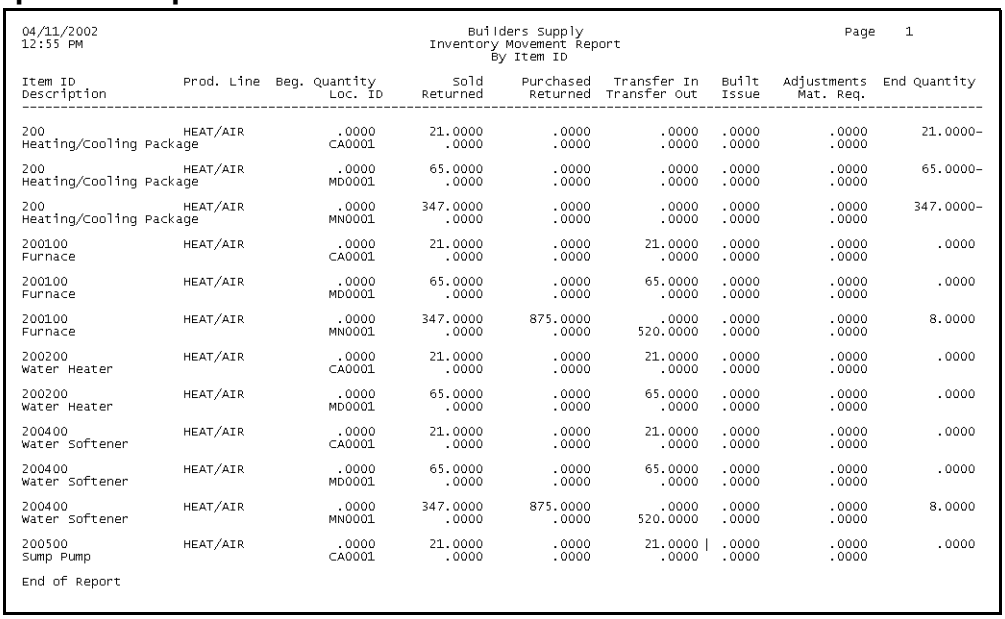
8. Select the output device to begin printing the report. See “Output the Report” on page 1-60 for more information. After the report is produced, the **Reports** menu appears.

Inventory Movement Report

Use the **Inventory Movement Report** function on the **Reports** menu to print summarized information about transactions and transfers and to show beginning and ending balances of selected items.

Use the Inventory Movement Report screen to select the items, locations, product lines, and periods you want to include in the report. See “Printing a Report” on page 8-3 for information on how to produce the report.

Report Example



04/11/2002 12:55 PM — Builders Supply — Inventory Movement Report — By Item ID — Page 1

Item ID / Description	Prod. Line	Beg. Quantity / Loc. ID	Sold / Returned	Purchased / Returned	Transfer In / Transfer Out	Built / Issue	Adjustments / Mat. Req.	End Quantity
200 Heating/Cooling Package	HEAT/AIR	.0000 CA0001	21.0000 .0000	.0000 .0000	.0000 .0000	.0000 .0000	.0000 .0000	21.0000-
200 Heating/Cooling Package	HEAT/AIR	.0000 MD0001	65.0000 .0000	.0000 .0000	.0000 .0000	.0000 .0000	.0000 .0000	65.0000-
200 Heating/Cooling Package	HEAT/AIR	.0000 MN0001	347.0000 .0000	.0000 .0000	.0000 .0000	.0000 .0000	.0000 .0000	347.0000-
200100 Furnace	HEAT/AIR	.0000 CA0001	21.0000 .0000	.0000 .0000	21.0000 .0000	.0000 .0000	.0000 .0000	.0000
200100 Furnace	HEAT/AIR	.0000 MD0001	65.0000 .0000	.0000 .0000	65.0000 .0000	.0000 .0000	.0000 .0000	.0000
200100 Furnace	HEAT/AIR	.0000 MN0001	347.0000 .0000	875.0000 .0000	.0000 520.0000	.0000 .0000	.0000 .0000	8.0000
200200 Water Heater	HEAT/AIR	.0000 CA0001	21.0000 .0000	.0000 .0000	21.0000 .0000	.0000 .0000	.0000 .0000	.0000
200200 Water Heater	HEAT/AIR	.0000 MD0001	65.0000 .0000	.0000 .0000	65.0000 .0000	.0000 .0000	.0000 .0000	.0000
200400 Water Softener	HEAT/AIR	.0000 CA0001	21.0000 .0000	.0000 .0000	21.0000 .0000	.0000 .0000	.0000 .0000	.0000
200400 Water Softener	HEAT/AIR	.0000 MD0001	65.0000 .0000	.0000 .0000	65.0000 .0000	.0000 .0000	.0000 .0000	.0000
200400 Water Softener	HEAT/AIR	.0000 MN0001	347.0000 .0000	875.0000 .0000	.0000 520.0000	.0000 .0000	.0000 .0000	8.0000
200500 Sump Pump	HEAT/AIR	.0000 CA0001	21.0000 .0000	.0000 .0000	21.0000 .0000	.0000 .0000	.0000 .0000	.0000

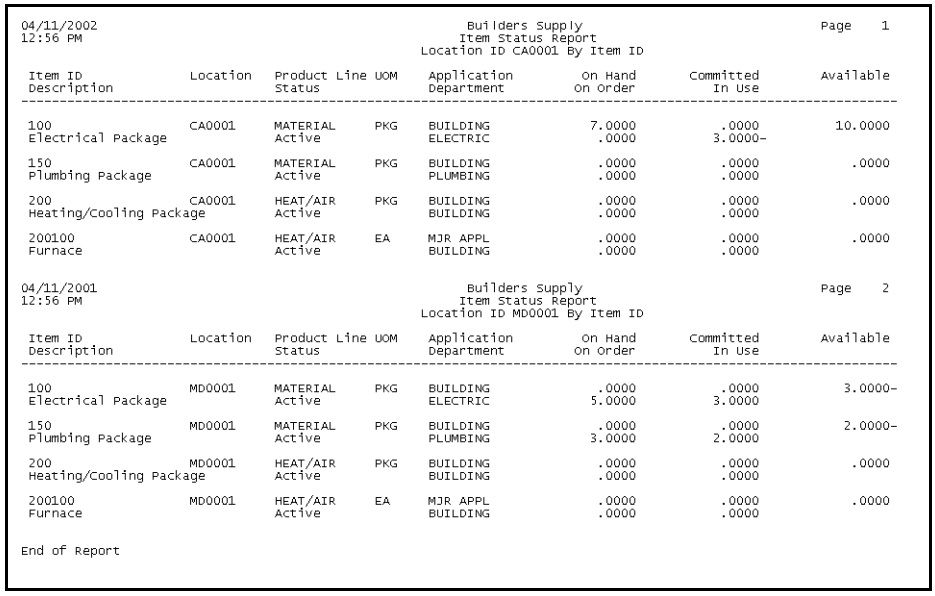
End of Report

Item Status Report

The **Item Status Report** shows the status of items and the quantities in stock: on hand, on order, committed, in use, and available.

Use the Item Status Report screen to select the items, locations, product lines, and user-defined field values you want to include in the report. See “Printing a Report” on page 8-3 for information on how to produce the report.

Report Example



04/11/2002 Builders Supply Page 1
12:56 PM Item Status Report
Location ID CA0001 By Item ID

Item ID / Description	Location	Product Line / Status	UOM	Application / Department	On Hand / On Order	Committed / In Use	Available
100 Electrical Package	CA0001	MATERIAL Active	PKG	BUILDING ELECTRIC	7.0000 .0000	.0000 3.0000-	10.0000
150 Plumbing Package	CA0001	MATERIAL Active	PKG	BUILDING PLUMBING	.0000 .0000	.0000 .0000	.0000
200 Heating/Cooling Package	CA0001	HEAT/AIR Active	PKG	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000
200100 Furnace	CA0001	HEAT/AIR Active	EA	MJR APPL BUILDING	.0000 .0000	.0000 .0000	.0000

04/11/2001 Builders Supply Page 2
12:56 PM Item Status Report
Location ID MD0001 By Item ID

Item ID / Description	Location	Product Line / Status	UOM	Application / Department	On Hand / On Order	Committed / In Use	Available
100 Electrical Package	MD0001	MATERIAL Active	PKG	BUILDING ELECTRIC	.0000 5.0000	.0000 3.0000	3.0000-
150 Plumbing Package	MD0001	MATERIAL Active	PKG	BUILDING PLUMBING	.0000 3.0000	.0000 2.0000	2.0000-
200 Heating/Cooling Package	MD0001	HEAT/AIR Active	PKG	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000
200100 Furnace	MD0001	HEAT/AIR Active	EA	MJR APPL BUILDING	.0000 .0000	.0000 .0000	.0000

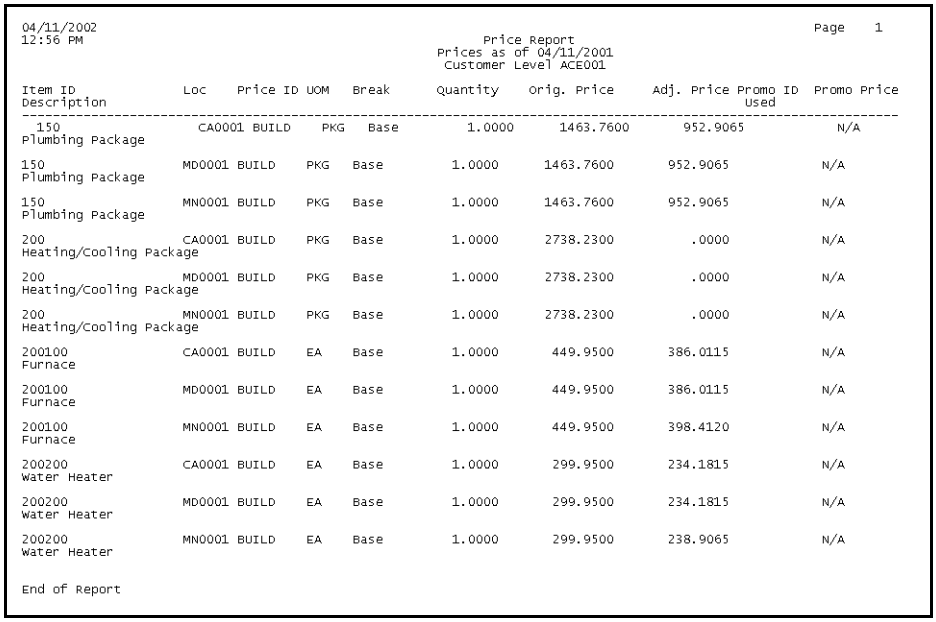
End of Report

Price Report

The **Price Report** shows the quantity break prices for items, base or list prices, and the profit margin. You can use the information to analyze pricing structures.

Use the Price Report screen to select the items, locations, and customer levels whose price information you want to include in the report. See “Printing a Report” on page 8-3 for information on how to produce the report.

Report Example



04/11/2002 12:56 PM — Page 1

Price Report
Prices as of 04/11/2001
Customer Level ACE001

Item ID / Description	Loc	Price ID	UOM	Break	Quantity	Orig. Price	Adj. Price	Promo ID Used	Promo Price
150 Plumbing Package	CA0001	BUILD	PKG	Base	1.0000	1463.7600	952.9065		N/A
150 Plumbing Package	MD0001	BUILD	PKG	Base	1.0000	1463.7600	952.9065		N/A
150 Plumbing Package	MN0001	BUILD	PKG	Base	1.0000	1463.7600	952.9065		N/A
200 Heating/Cooling Package	CA0001	BUILD	PKG	Base	1.0000	2738.2300	.0000		N/A
200 Heating/Cooling Package	MD0001	BUILD	PKG	Base	1.0000	2738.2300	.0000		N/A
200 Heating/Cooling Package	MN0001	BUILD	PKG	Base	1.0000	2738.2300	.0000		N/A
200100 Furnace	CA0001	BUILD	EA	Base	1.0000	449.9500	386.0115		N/A
200100 Furnace	MD0001	BUILD	EA	Base	1.0000	449.9500	386.0115		N/A
200100 Furnace	MN0001	BUILD	EA	Base	1.0000	449.9500	398.4120		N/A
200200 Water Heater	CA0001	BUILD	EA	Base	1.0000	299.9500	234.1815		N/A
200200 Water Heater	MD0001	BUILD	EA	Base	1.0000	299.9500	234.1815		N/A
200200 Water Heater	MN0001	BUILD	EA	Base	1.0000	299.9500	238.9065		N/A

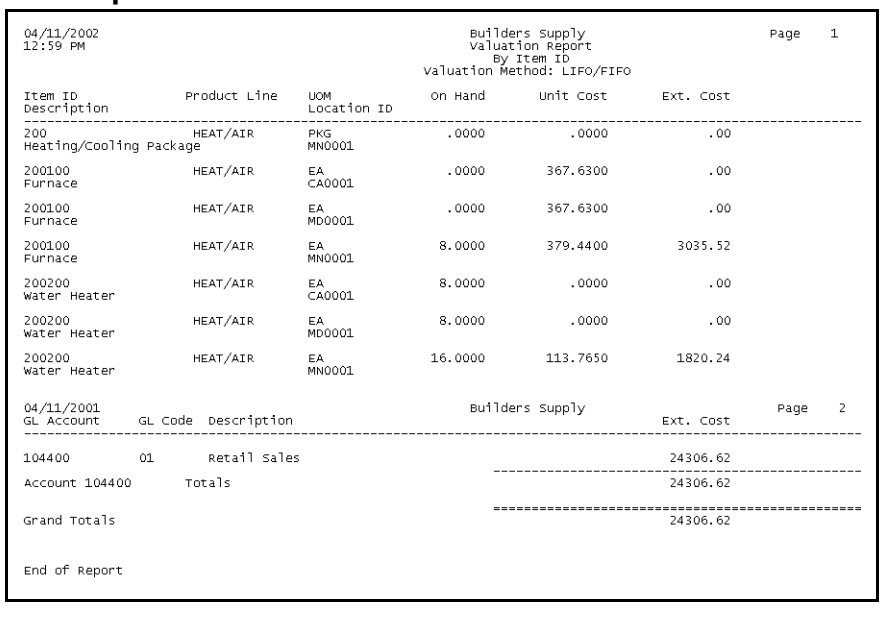
End of Report

Valuation Report

Use the **Valuation Report** to evaluate the profitability of inventory items. It summarizes the value of the items on hand and the profit of the items sold during the year. It shows the average unit cost, extended cost (based on the valuation method you select), purchases, sales, COGS and Purchase Price Variance adjustments, other type of movement adjustments, and the beginning balance based on these figures.

Use the Valuation Report screen to select items, locations, product lines, and user-defined field values that you want to include in the report. See “Printing a Report” on page 8-3 for information on how to produce the report.

Report Example



04/11/2002 Builders Supply Page 1
12:59 PM Valuation Report
By Item ID
Valuation Method: LIFO/FIFO

Item ID / Description	Product Line	UOM / Location ID	On Hand	Unit Cost	Ext. Cost
200 Heating/Cooling Package	HEAT/AIR	PKG MN0001	.0000	.0000	.00
200100 Furnace	HEAT/AIR	EA CA0001	.0000	367.6300	.00
200100 Furnace	HEAT/AIR	EA MD0001	.0000	367.6300	.00
200100 Furnace	HEAT/AIR	EA MN0001	8.0000	379.4400	3035.52
200200 Water Heater	HEAT/AIR	EA CA0001	8.0000	.0000	.00
200200 Water Heater	HEAT/AIR	EA MD0001	8.0000	.0000	.00
200200 Water Heater	HEAT/AIR	EA MN0001	16.0000	113.7650	1820.24

04/11/2001 Builders Supply Page 2

GL Account	GL Code	Description	Ext. Cost
104400	01	Retail Sales	24306.62
Account 104400		Totals	24306.62
Grand Totals			24306.62

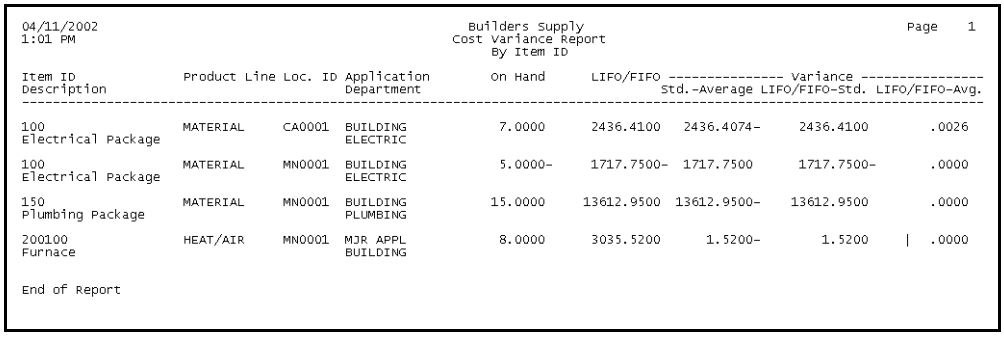
End of Report

Cost Variance Report

Use the **Cost Variance Report** to analyze the cost variance of items, using standard to average, actual to standard, and actual to average costs.

Use the Cost Variance Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report. See “Printing a Report” on page 8-3 for information on how to produce the report.

Report Example



04/11/2002 1:01 PM — Builders Supply — Cost Variance Report — By Item ID — Page 1

Item ID / Description	Product Line	Loc. ID	Application / Department	On Hand	LIFO/FIFO	Variance Std.-Average	Variance LIFO/FIFO-Std.	Variance LIFO/FIFO-Avg.
100 Electrical Package	MATERIAL	CA0001	BUILDING ELECTRIC	7.0000	2436.4100	2436.4074-	2436.4100	.0026
100 Electrical Package	MATERIAL	MN0001	BUILDING ELECTRIC	5.0000-	1717.7500-	1717.7500	1717.7500-	.0000
150 Plumbing Package	MATERIAL	MN0001	BUILDING PLUMBING	15.0000	13612.9500	13612.9500-	13612.9500	.0000
200100 Furnace	HEAT/AIR	MN0001	MJR APPL BUILDING	8.0000	3035.5200	1.5200-	1.5200	.0000

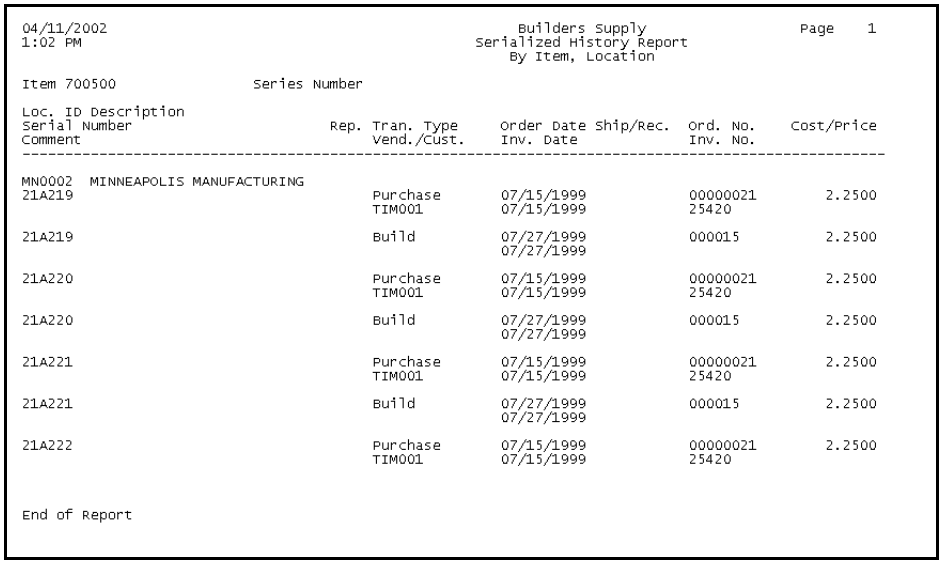
End of Report

Serialized History Report

Use the **Serialized History Report** function on the **Reports** menu to list historical transactions for serialized items.

Use the Serialized History Report screen to select the items, locations, product lines, lot numbers, and serial numbers that you want to include in the report. See “Printing a Report” on page 8-3 for information on how to produce the report.

Report Example



04/11/2002 Builders Supply Page 1
1:02 PM Serialized History Report
By Item, Location

Item 700500 Series Number

Loc. ID Description / Serial Number / Comment	Rep.	Tran. Type / Vend./Cust.	Order Date / Inv. Date	Ship/Rec.	Ord. No. / Inv. No.	Cost/Price
MN0002 MINNEAPOLIS MANUFACTURING						
21A219		Purchase	07/15/1999		00000021	2.2500
		TIM001	07/15/1999		25420	
21A219		Build	07/27/1999		000015	2.2500
			07/27/1999			
21A220		Purchase	07/15/1999		00000021	2.2500
		TIM001	07/15/1999		25420	
21A220		Build	07/27/1999		000015	2.2500
			07/27/1999			
21A221		Purchase	07/15/1999		00000021	2.2500
		TIM001	07/15/1999		25420	
21A221		Build	07/27/1999		000015	2.2500
			07/27/1999			
21A222		Purchase	07/15/1999		00000021	2.2500
		TIM001	07/15/1999		25420	

End of Report

Lot History Report

The **Lot History Report** shows historical purchase and sales information for lotted items.

Use the Lot History Report screen to select the items, locations, product lines, and lot numbers that you want to include in the report. See “Printing a Report” on page 8-3 for information on how to produce the report.

Report Example

04/11/2002 Builders Supply Page 1
1:02 PM Lot History Report

Item ID / Lot Number	Description / Tran. Date	Type	Loc. ID	Source Ref. No.	UOM	Default Quantity	Default Unit Cost	Default Ext. Cost	Transaction Quantity	Transaction UOM
120195	05/27/2000	Build	MN0002	000015	EA	1.0000	2.2500	2.25	1.0000	
120195	05/27/2000	Build	MN0002	000015	EA	1.0000	2.2500	2.25	1.0000	
120195	05/27/2000	Build	MN0002	000015	EA	1.0000	2.2500	2.25	1.0000	
120195	05/27/2000	Build	MN0002	000015	EA	1.0000	2.2500	2.25	1.0000	
120195	05/27/2000	Build	MN0002	000015	EA	1.0000	2.2500	2.25	1.0000	
120195	05/27/2000	Build	MN0002	000015	EA	1.0000	2.2500	2.25	1.0000	
120195	05/27/2000	Build	MN0002	000015	EA	1.0000	2.2500	2.25	1.0000	
120195	05/27/2000	Build	MN0002	000015	EA	1.0000	2.2500	2.25	1.0000	
120195	05/27/2000	Build	MN0002	000015	EA	1.0000	2.2500	2.25	1.0000	
120195	05/27/2000	Build	MN0002	000015	EA	1.0000	2.2500	2.25	1.0000	
120195	05/27/2000	Build	MN0002	000015	EA	1.0000				
			LOT 1002		TOTAL	5.0000		282.00		
1003	07/28/1999	Purch	MN0001	00000011	GAL	2.5000	56.4000	141.00	20.0000	
1003	07/28/1999	Purch	TX0001	00000012	GAL	2.5000	56.4000	141.00	20.0000	
			LOT 1003		TOTAL	5.0000		282.00		
			LOT 1011		TOTAL	6.2500		360.00		
1012	07/28/1999	Purch	MN0001	00000013	GAL	3.1250	57.6000	180.00	25.0000	
1012	07/28/1999	Purch	TX0001	00000014	GAL	3.1250	57.6000	180.00	25.0000	
			LOT 1012		TOTAL	6.2500		360.00		
1013	07/28/1999	Purch	MN0001	00000013	GAL	3.1250	57.6000	180.00	25.0000	
1013	07/28/1999	Purch	TX0001	00000014	GAL	3.1250	57.6000	180.00	25.0000	
			LOT 1013		TOTAL	6.2500		360.00		

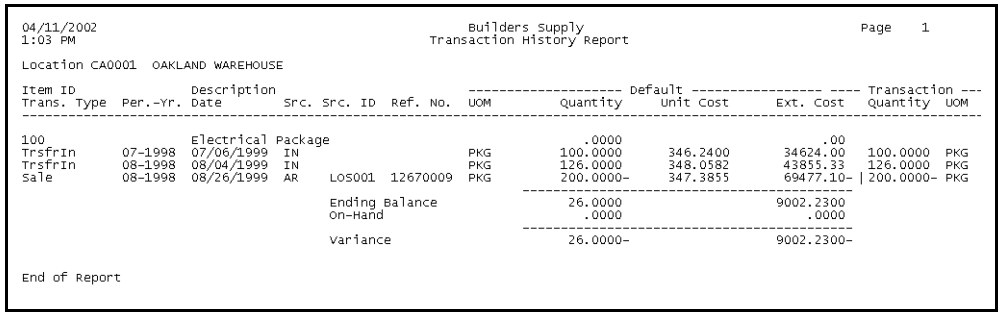
End of Report

Transaction History Report

The **Transaction History Report** shows the history of transactions within a specified time frame.

Use the Transaction History Report screen to select the items, locations, sources, and periods and years that you want to include in the report. See “Printing a Report” on page 8-3 for information on how to produce the report.

Report Example



```
04/11/2002                                    Builders Supply                                  Page    1
1:03 PM                                    Transaction History Report

Location CA0001  OAKLAND WAREHOUSE

Item ID              Description                        ------------------- Default ----------------- ---- Transaction ---
Trans. Type  Per.-Yr. Date        Src. Src. ID  Ref. No.  UOM         Quantity     Unit Cost      Ext. Cost   Quantity  UOM
-------------------------------------------------------------------------------------------------------------------------

100                  Electrical Package                          .0000                          .00
TrsfrIn      07-1998 07/06/1999  IN                       PKG       100.0000      346.2400       34624.00   100.0000  PKG
TrsfrIn      08-1998 08/04/1999  IN                       PKG       126.0000      348.0582       43855.33   126.0000  PKG
Sale         08-1998 08/26/1999  AR    LOS001  12670009  PKG       200.0000-     347.3855       69477.10- | 200.0000- PKG
                                                                  ---------------------------------------
                                 Ending Balance                      26.0000                     9002.2300
                                 On-Hand                              .0000                         .0000
                                                                  ---------------------------------------
                                 Variance                            26.0000-                    9002.2300-


End of Report
```

Analysis Reports 9

Printing an Analysis Report	9-3
Safety Stock Alert Report	9-7
Order Point Alert Report	9-9
Overstock Report	9-11
Slow/Fast Movement Report	9-13
Sales Analysis Report	9-15
Gross Profit Analysis Report	9-17
Trend Analysis Report	9-19
Movement Trending Report	9-21

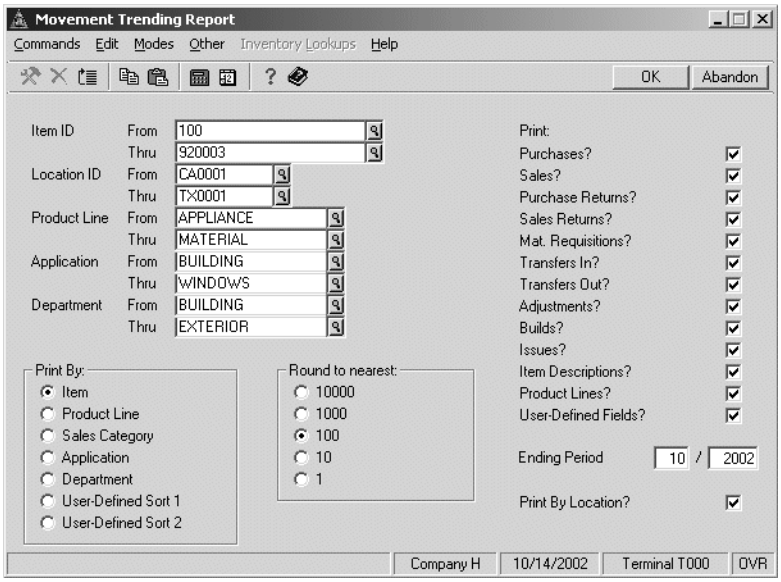
Printing an Analysis Report

The functions on the **Analysis Reports** menu let you print reports that provide analysis information such as items you need to stock, in-stock items that are either above or below the order point specified, fast-moving and slow-moving items, year-to-date and month-to-date history of stock items, gross profit margin, quantity of items sold for a particular period, and summary of inventory item movement.

All analysis reports are produced in the same way. Use the instructions below to print a report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a report:

1. Select the report you want to print from the **Analysis Reports** menu. The selection screen for that report appears. The Movement Trending Report screen is shown below as an example.



Inquiry

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

   Leave these fields blank to include all values in the list.

3. If the screen contains entry fields (for example, for entering date ranges, invoice dates, ending periods and years), enter the appropriate values to use when printing the report.

4. If the screen contains options that control whether the report is printed in summary or in detail, select the option you want to use.

5. If the screen contains options that control how information is sorted, select the option you want to use to sort the information. You can select only one sort option.

6. If the screen contains options or combo boxes that control what prints on the report, select the option corresponding to the type of information you want to print. Some times you are able to only select one print option.

7. If the screen contains check boxes or Yes/No fields that control how additional information prints on the list, select the check box (or enter **Y** in text mode) to use that option when printing the list. Clear the check box (or enter **N** in text mode) if you do not want to use that option.

8. Select the output device to begin printing the report. See “Output the Report” on page 1-60 for more information. After the report is produced, the **Reports** menu appears.

Safety Stock Alert Report

Use the **Safety Stock Alert Report** function on the **Analysis Reports** menu to list items that you need to restock. These items have fallen below the safety stock level you specified (usually half the order point), including items that are on order or backordered.

Use the Safety Stock Alert Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report. See “Printing an Analysis Report” on page 9-3 for information on how to produce the report.

Report Example

04/11/2002 Builders Supply Page 1
1:04 PM Safety Stock Alert Report
By Item ID

Item ID / Description	Location	Vendor ID / UOM	Status / Product Line	Application / Department	On Hand / On Order	Committed / In Use	Available	Safety Stock
150 Plumbing Package	MD0001	ACE001 PKG	Active MATERIAL	BUILDING PLUMBING	.0000 3.0000	.0000 2.0000	2.0000-	1.0000
200 Heating/Cooling Package	CA0001	THO001 PKG	Active HEAT/AIR	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000	1.5000
200 Heating/Cooling Package	MD0001	THO001 PKG	Active HEAT/AIR	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000	1.5000
200 Heating/Cooling Package	MN0001	THO001 PKG	Active HEAT/AIR	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000	1.5000
200 Heating/Cooling Package	TX0001	THO001 PKG	Active HEAT/AIR	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000	1.5000
200100 Furnace	MD0001	THO001 EA	Active HEAT/AIR	MJR APPL BUILDING	.0000 .0000	.0000 .0000	.0000	1.0000
200100 Furnace	MN0001	THO001 EA	Active HEAT/AIR	MJR APPL BUILDING	8.0000 .0000	.0000 .0000	8.0000	10.0000
200300 Air Conditioner	MN0001	THO001 EA	Active HEAT/AIR	MJR APPL BUILDING	8.0000 .0000	.0000 .0000	8.0000	10.0000
460 Slide by Window 30" X 40"	MD0001	TIM001 EA	Active MATERIAL	WINDOWS EXTERIOR	.0000 .0000	.0000 .0000	.0000	1.0000
550 Millwork Package	MN0001	MIL001 PKG	Active MATERIAL	BUILDING INTERIOR	.0000 .0000	.0000 .0000	.0000	3.0000
550 Millwork Package	TX0001	MIL001 PKG	Active MATERIAL	BUILDING INTERIOR	.0000 .0000	.0000 4.0000	4.0000-	1.0000
555 Millwork Package - Oak	CA0001	MIL001 PKG	Obsolete MATERIAL	BUILDING INTERIOR	.0000 .0000	.0000 .0000	.0000	2.5000
555 Millwork Package - Oak	MD0001	MIL001 PKG	Obsolete MATERIAL	BUILDING INTERIOR	.0000 .0000	.0000 .0000	.0000	2.5000

End of Report

Order Point Alert Report

Use the **Order Point Alert Report** on the **Analysis Reports** menu to list items whose in-stock quantities are below the order points you specified (on-hand value is greater than the maximum on-hand value).

Use the Order Point Alert Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report. See “Printing an Analysis Report” on page 9-3 for information on how to produce the report.

Report Example

```
06/07/2002                                    Builders Supply                                    Page    1
9:29 PM                                      Item Status Report
                                        Location ID MD0001 By Item ID

 Item ID              Location Vendor ID   Status       Application        On Hand      Committed    Available    Order Point
 Description                   UOM         Product Line Department        On Order        In Use
 Extra Description
-------------------------------------------------------------------------------------------------------------------------------

 100                  MD0001   ELL001      Active       BUILDING             .0000          .0000      3.0000-         3.0000
 Electrical Package            PKG         MATERIAL     ELECTRIC            5.0000         3.0000
 Includes Electrical Outlets and
 Breaker Box

06/07/2000                                    Builders Supply                                    Page    2
9:29 PM                                      Item Status Report
                                        Location ID MN0001 By Item ID

 Item ID              Location Vendor ID   Status       Application        On Hand      Committed    Available    Order Point
 Description                   UOM         Product Line Department        On Order        In Use
 Extra Description
-------------------------------------------------------------------------------------------------------------------------------

 100                  MN0001   ELL001      Active       BUILDING           206.0000-       23.0000    |230.0000-        12.0000
 Electrical Package            PKG         MATERIAL     ELECTRIC             7.0000         1.0000
 Includes Electrical Outlets and
 Breaker Box


End of Report
```

Overstock Report

Use the **Overstock Report** function on the **Analysis Reports** menu to list items for which in-stock quantities are above the order points you specified (on-hand value is greater than the maximum on-hand value).

Use the Overstock Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report. See “Printing an Analysis Report” on page 9-3 for information on how to produce the report.

Report Example

04/11/2002 1:08 PM — Builders Supply — Overstock Report — By Item ID — Page 1

Item ID / Description	Location	Product Line / UOM	Status	Application / Department	On Hand / On Order	Committed / In Use	Available	Maximum
100 Electrical Package	TX0001	MATERIAL PKG	Active	BUILDING ELECTRIC	29.0000 .0000	.0000 4.0000-	33.0000	10.0000

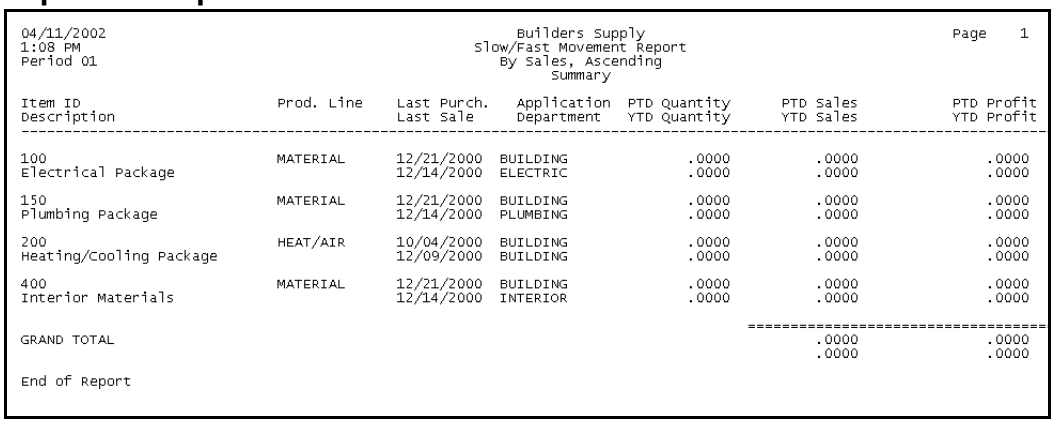
End of Report

Slow/Fast Movement Report

Use the **Slow/Fast Movement Report** to analyze fast-moving and slow-moving items. The report shows the profit, cost, volume, and sales of the inventory items.

Use the Slow/Fast Movement Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report. See “Printing an Analysis Report” on page 9-3 for information on how to produce the report.

Report Example



04/11/2002 Builders Supply Page 1
1:08 PM Slow/Fast Movement Report
Period 01 By Sales, Ascending
Summary

Item ID / Description	Prod. Line	Last Purch. / Last Sale	Application / Department	PTD Quantity / YTD Quantity	PTD Sales / YTD Sales	PTD Profit / YTD Profit
100	MATERIAL	12/21/2000	BUILDING	.0000	.0000	.0000
Electrical Package		12/14/2000	ELECTRIC	.0000	.0000	.0000
150	MATERIAL	12/21/2000	BUILDING	.0000	.0000	.0000
Plumbing Package		12/14/2000	PLUMBING	.0000	.0000	.0000
200	HEAT/AIR	10/04/2000	BUILDING	.0000	.0000	.0000
Heating/Cooling Package		12/09/2000	BUILDING	.0000	.0000	.0000
400	MATERIAL	12/21/2000	BUILDING	.0000	.0000	.0000
Interior Materials		12/14/2000	INTERIOR	.0000	.0000	.0000
GRAND TOTAL					.0000	.0000
					.0000	.0000

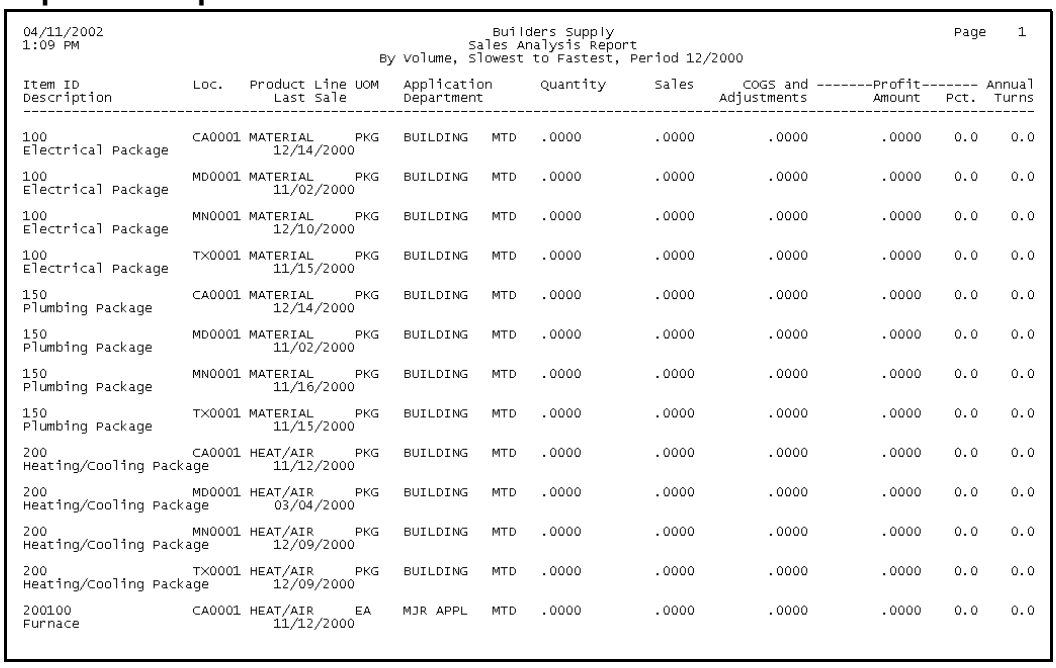
End of Report

Sales Analysis Report

The **Sales Analysis Report** summarizes the year-to-date and month-to-date history of stock items. You can use it to analyze the turnaround time for each stock item during the fiscal year.

Use the Sales Analysis Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report. See “Printing an Analysis Report” on page 9-3 for information on how to produce the report.

Report Example



04/11/2002 Builders Supply Page 1
1:09 PM Sales Analysis Report
By Volume, Slowest to Fastest, Period 12/2000

Item ID / Description	Loc.	Product Line / Last Sale	UOM	Application / Department		Quantity	Sales	COGS and Adjustments	Profit Amount	Profit Pct.	Annual Turns
100 Electrical Package	CA0001	MATERIAL 12/14/2000	PKG	BUILDING	MTD	.0000	.0000	.0000	.0000	0.0	0.0
100 Electrical Package	MD0001	MATERIAL 11/02/2000	PKG	BUILDING	MTD	.0000	.0000	.0000	.0000	0.0	0.0
100 Electrical Package	MN0001	MATERIAL 12/10/2000	PKG	BUILDING	MTD	.0000	.0000	.0000	.0000	0.0	0.0
100 Electrical Package	TX0001	MATERIAL 11/15/2000	PKG	BUILDING	MTD	.0000	.0000	.0000	.0000	0.0	0.0
150 Plumbing Package	CA0001	MATERIAL 12/14/2000	PKG	BUILDING	MTD	.0000	.0000	.0000	.0000	0.0	0.0
150 Plumbing Package	MD0001	MATERIAL 11/02/2000	PKG	BUILDING	MTD	.0000	.0000	.0000	.0000	0.0	0.0
150 Plumbing Package	MN0001	MATERIAL 11/16/2000	PKG	BUILDING	MTD	.0000	.0000	.0000	.0000	0.0	0.0
150 Plumbing Package	TX0001	MATERIAL 11/15/2000	PKG	BUILDING	MTD	.0000	.0000	.0000	.0000	0.0	0.0
200 Heating/Cooling Package	CA0001	HEAT/AIR 11/12/2000	PKG	BUILDING	MTD	.0000	.0000	.0000	.0000	0.0	0.0
200 Heating/Cooling Package	MD0001	HEAT/AIR 03/04/2000	PKG	BUILDING	MTD	.0000	.0000	.0000	.0000	0.0	0.0
200 Heating/Cooling Package	MN0001	HEAT/AIR 12/09/2000	PKG	BUILDING	MTD	.0000	.0000	.0000	.0000	0.0	0.0
200 Heating/Cooling Package	TX0001	HEAT/AIR 12/09/2000	PKG	BUILDING	MTD	.0000	.0000	.0000	.0000	0.0	0.0
200100 Furnace	CA0001	HEAT/AIR 11/12/2000	EA	MJR APPL	MTD	.0000	.0000	.0000	.0000	0.0	0.0

Gross Profit Analysis Report

The **Gross Profit Analysis Report** shows the gross profit margin on items for a particular period.

Use the Gross Profit Analysis Report screen to select the items, locations, product lines, user-defined field values, percent of profit, and periods and years that you want to include in the report. See “Printing an Analysis Report” on page 9-3 for information on how to produce the report.

Report Example

04/11/2002 Builders Supply Page 1
1:09 PM Gross Profit Analysis Report
Sort By Item ID, GPM

Period Thru 01/ 3

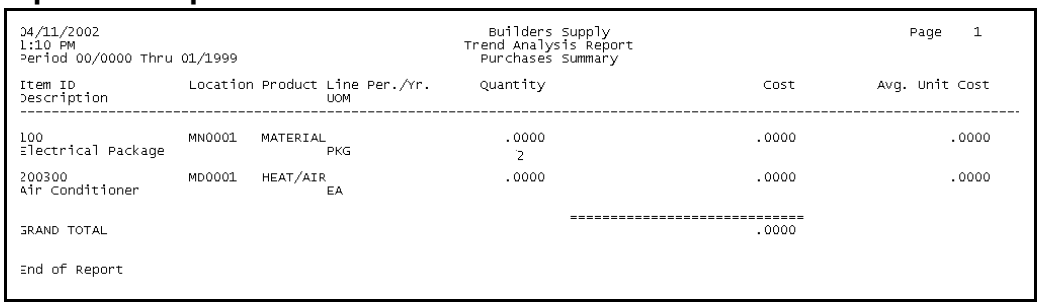
Item ID / Description	Location	Product Line	Application / Department	Total Price	Total Cost	Profit Amount	Profit Pct.
100 Electrical Package	CA0001	MATERIAL	BUILDING ELECTRIC	.0000	.0000	.0000	.00
100 Electrical Package	MD0001	MATERIAL	BUILDING ELECTRIC	.0000	.0000	.0000	.00
100 Electrical Package	MN0001	MATERIAL	BUILDING ELECTRIC	.0000	.0000	.0000	.00
100 Electrical Package	TX0001	MATERIAL	BUILDING ELECTRIC	.0000	.0000	.0000	.00
TOTAL FOR 100				.0000	.0000	.0000	.00
150 Plumbing Package	CA0001	MATERIAL	BUILDING PLUMBING	.0000	.0000	.0000	.00
150 Plumbing Package	MD0001	MATERIAL	BUILDING PLUMBING	.0000	.0000	.0000	.00
150 Plumbing Package	MN0001	MATERIAL	BUILDING PLUMBING	.0000	.0000	.0000	.00
150 Plumbing Package	TX0001	MATERIAL	BUILDING PLUMBING	.0000	.0000	.0000	.00
TOTAL FOR 150				.0000	.0000	.0000	.00
200 Heating/Cooling Package	CA0001	HEAT/AIR	BUILDING BUILDING	.0000	.0000	.0000	.00
200 Heating/Cooling Package	MD0001	HEAT/AIR	BUILDING BUILDING	.0000	.0000	.0000	.00
200 Heating/Cooling Package	MN0001	HEAT/AIR	BUILDING BUILDING	.0000	.0000	.0000	.00
200 Heating/Cooling Package	TX0001	HEAT/AIR	BUILDING BUILDING	.0000	.0000	.0000	.00
TOTAL FOR 700				.0000	.0000	.0000	.00
700100 walnut Cabinet	MN0002	COMPONENT	CABINET	.0000	.0000	.0000	.00
TOTAL FOR 700100				.0000	.0000	.0000	.00

Trend Analysis Report

The **Trend Analysis Report** shows the quantity of items sold during a particular period. Use it to analyze trends in your inventory sales or purchases.

Use the Trend Analysis Report screen to select the items, locations, product lines, and periods and years that you want to include in the report. See “Printing an Analysis Report” on page 9-3 for information on how to produce the report.

Report Example



```
04/11/2002                                    Builders Supply                                    Page    1
1:10 PM                                    Trend Analysis Report
Period 00/0000 Thru 01/1999                  Purchases Summary

Item ID              Location Product Line Per./Yr.      Quantity                    Cost          Avg. Unit Cost
Description                   UOM
-------------------------------------------------------------------------------------------------------------------

100                  MN0001   MATERIAL                      .0000                    .0000                  .0000
Electrical Package                 PKG
                                                            2

200300               MD0001   HEAT/AIR                      .0000                    .0000                  .0000
Air Conditioner                    EA

                                                                    ============================
GRAND TOTAL                                                                         .0000

End of Report
```

Movement Trending Report

Use the **Movement Trending Report** function on the **Analysis Reports** menu to produce a summary of inventory item movement.

Use the Movement Trending Report screen to select the range of items and locations you want to include in the report; how you want the number of items rounded; and whether you want to include purchases, sales, or other inventory information. See “Printing an Analysis Report” on page 9-3 for information on how to produce the report.

Report Example

04/11/2002 Builders Supply Page 1
1:11 PM Movement Trending Report
01/1999 Quantities shown in Hundreds

Item ID / Description / Product Line / Application / Department	Location	UOM	02/98	03/98	04/98	05/98	06/98	07/98	08/98	09/98	10/98	11/98	12/98	01/99	Total
Furnace HEAT/AIR MJR APPL BUILDING															
200200 Water Heater HEAT/AIR MJR APPL BUILDING	CA0001	EA	0	0	0	0	0	0	0	0	0	0	0	0	0
200300 Air Conditioner HEAT/AIR MJR APPL BUILDING	CA0001	EA	0	0	0	0	0	0	0	0	0	0	0	0	0
200400 Water Softener HEAT/AIR MJR APPL BUILDING	CA0001	EA	0	0	0	0	0	0	0	0	0	0	0	0	0
200500 Sump Pump HEAT/AIR MJR APPL BUILDING	CA0001	EA	0	0	0	0	0	0	0	0	0	0	0	0	0
200600 Humidifier HEAT/AIR MJR APPL BUILDING	CA0001	EA	0	0	0	0	0	0	0	0	0	0	0	0	0
300 Interior Door MATERIAL BUILDING INTERIOR	CA0001	EA	0	0	0	0	0	0	0	0	0	0	0	0	0
350 Entry Door MATERIAL BUILDING EXTERIOR	CA0001	EA	0	0	0	0	0	0	0	0	0	0	0	0	0
100 Electrical Package MATERIAL BUILDING ELECTRIC	MD0001	PKG	0	0	0	0	0	0	0	0	0	0	0	0	0
150 Plumbing Package MATERIAL BUILDING PLUMBING	MD0001	PKG	0	0	0	0	0	0	0	0	0	0	0	0	0
200 Heating/Cooling Package HEAT/AIR BUILDING BUILDING	MD0001	PKG	0	0	0	0	0	0	0	0	0	0	0	0	0
200100 Furnace HEAT/AIR MJR APPL BUILDING	MD0001	EA	0	0	0	0	0	0	0	0	0	0	0	0	0

End of Report

Periodic Processing 10

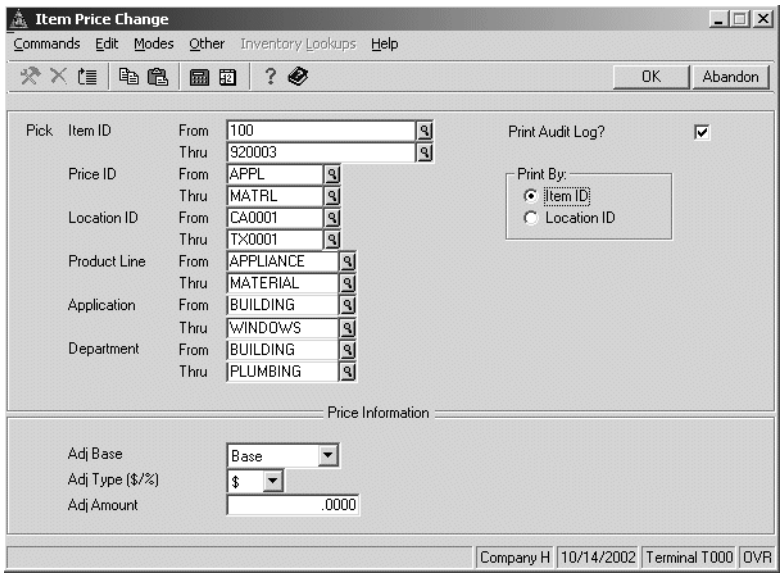
Item Price Change	10-3
Cost Changes	10-7
Quantity Cross Verification	10-11
Year-End Maintenance	10-15
Purge Selected Files	10-19
Rebuild Item Quantities	10-23

Item Price Change

Use the **Item Price Change** function on the **Periodic Processing** menu to change the price of items.

Use the Item Price Change screen to change prices for selected items, price IDs, locations, product lines, and user-defined fields.

Select Item Price Change from the **Periodic Processing** menu. The Item Price Change screen appears.



Inquiry

1. Enter the range of items, prices, locations, product lines, and user-defined fields whose price information you want to change.

2. If you want to print an audit log that shows the old and new prices, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. If you chose to print the audit log, select the order in which you want to organize the log.

4. Enter the adjustment base for the item price change: base, list, or minimum.

5. Enter **%** for a percentage adjustment; enter **$** for a dollar adjustment.

6. Enter the amount of the adjustment. For negative quantities, use the minus symbol; enter positive quantities without a plus sign.

7. If you elected to print the audit log, select the output device for the log. See "Output the Report" on page 1-60 for more information. If you elected not to print the log, use the **Proceed** (**OK**) command to begin the price change process.

   When the process is finished (and after the log is produced) the **Periodic Processing** menu reappears.

Item Price Change Log

04/24/2002 Builders Supply Page 1
2:51 PM Item Price Change
By Item ID

Item ID / Description	Location	Price ID / Product Line	Application / Department	Units		
100	CA0001	BUILD	BUILDING	PKG	Old Price	528.5400
Electrical Package		MATERIAL	ELECTRIC		New Price	528.5400
100	MD0001	BUILD	BUILDING	PKG	Old Price	528.5400
Electrical Package		MATERIAL	ELECTRIC		New Price	528.5400
100	MN0001	BUILD	BUILDING	PKG	Old Price	528.5400
200	MD0001	BUILD	BUILDING	PKG	Old Price	2738.2300
Heating/Cooling Package		HEAT/AIR	BUILDING		New Price	2738.2300
200	MN0001	BUILD	BUILDING	PKG	Old Price	2738.2300
Heating/Cooling Package		HEAT/AIR	BUILDING		New Price	2738.2300
200	TX0001	BUILD	BUILDING	PKG	Old Price	2738.2300
Heating/Cooling Package		HEAT/AIR	BUILDING		New Price	2738.2300
200100	CA0001	BUILD	MJR APPL	EA	Old Price	449.9500
Furnace		HEAT/AIR	BUILDING		New Price	449.9500
200100	MD0001	BUILD	MJR APPL	EA	Old Price	449.9500
Furnace		HEAT/AIR	BUILDING		New Price	449.9500
200100	MN0001	BUILD	MJR APPL	EA	Old Price	449.9500
Furnace		HEAT/AIR	BUILDING		New Price	449.9500
200100	TX0001	BUILD	MJR APPL	EA	Old Price	449.9500
Furnace		HEAT/AIR	BUILDING		New Price	449.9500

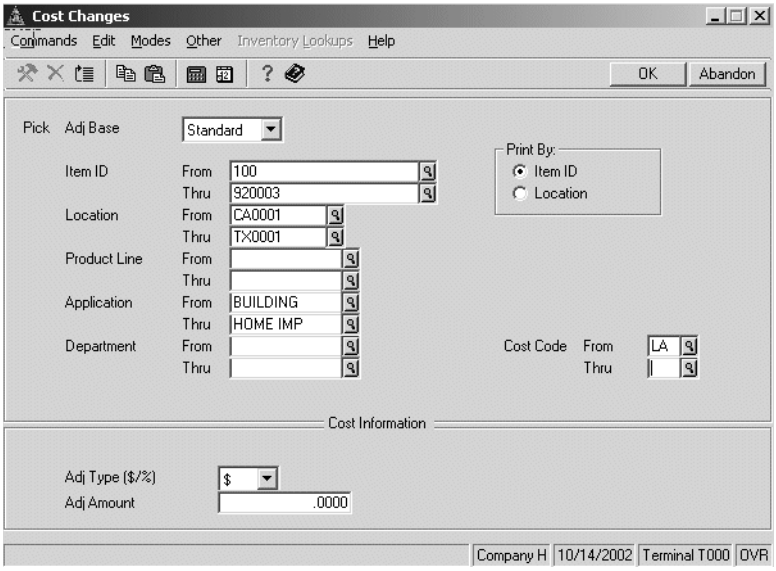
End of Report

Cost Changes

Use the **Cost Changes** function on the **Periodic Processing** menu to change standard or base costs of items.

Use the Cost Changes screen to select an adjustment base and to change the cost for selected items, locations, product lines, and user-defined fields.

Select **Cost Changes** from the **Periodic Processing** menu. The Cost Changes screen appears.



1. Enter **S** if you want to use standard cost as the adjustment base, or enter **B** if you want to use base cost as the adjustment base.

Inquiry

2. Enter the range of items, locations, product lines, and user-defined fields whose cost information you want to change.

3. Select the order in which you want to organize the log in the **Print By** section.

Inquiry

4. The **Cost Code** field appears if you selected standard cost as the adjustment base.

   Enter the range of cost codes for which you want to change costs.

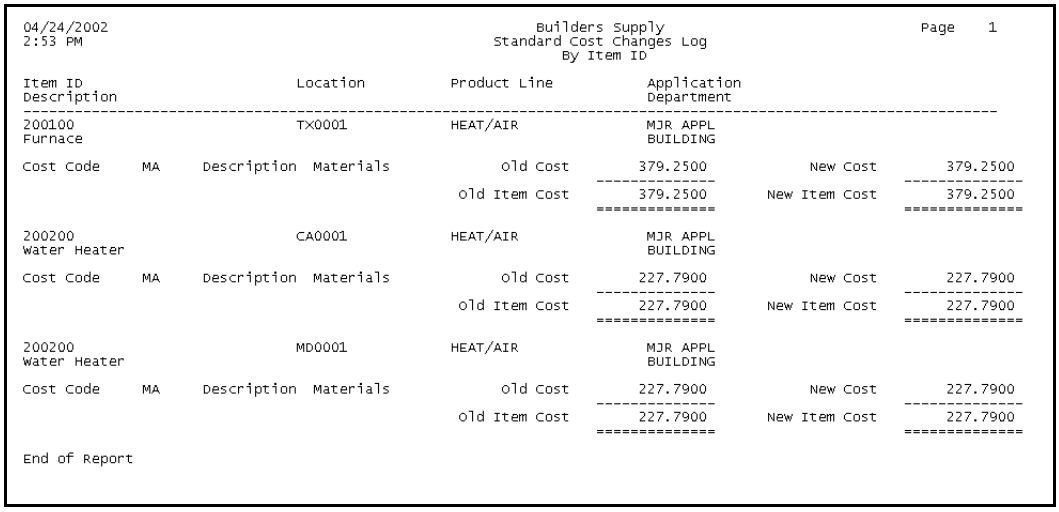
5. In the **Adj Type** box, enter or select **%** to use a percentage adjustment; enter **$** to use a dollar adjustment.

6. In the **Adj Amount** box, enter or select the amount of the adjustment. For negative quantities, use the minus symbol; enter positive quantities without a plus sign.

7. Select the output device for the log to begin the cost change process. See “Output the Report” on page 1-60 for more information.

   After the log is produced, the **Periodic Processing** menu appears.

Cost Changes Log



04/24/2002 Builders Supply Page 1
2:53 PM Standard Cost Changes Log
By Item ID

Item ID / Description	Location	Product Line	Application Department
200100 Furnace	TX0001	HEAT/AIR	MJR APPL BUILDING

Cost Code	MA	Description	Materials				
				Old Cost	379.2500	New Cost	379.2500
				Old Item Cost	379.2500	New Item Cost	379.2500

Item ID / Description	Location	Product Line	Application Department
200200 Water Heater	CA0001	HEAT/AIR	MJR APPL BUILDING

Cost Code	MA	Description	Materials				
				Old Cost	227.7900	New Cost	227.7900
				Old Item Cost	227.7900	New Item Cost	227.7900

Item ID / Description	Location	Product Line	Application Department
200200 Water Heater	MD0001	HEAT/AIR	MJR APPL BUILDING

Cost Code	MA	Description	Materials				
				Old Cost	227.7900	New Cost	227.7900
				Old Item Cost	227.7900	New Item Cost	227.7900

End of Report

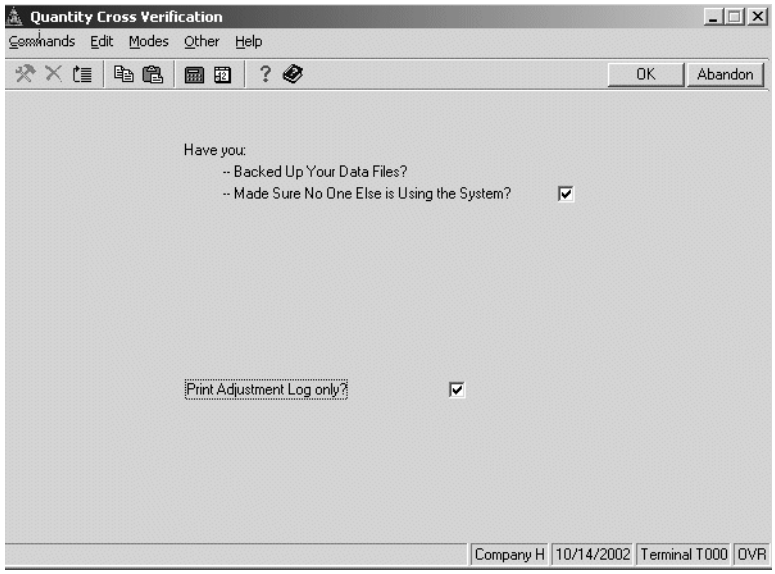
Quantity Cross Verification

Use the **Quantity Cross Verification** function on the **Periodic Processing** menu to verify that the quantity detail and the quantity totals for an item are the same.

If you have a multiuser system, make sure that no one else is using the **INQLxxx** (Quantity Locations), **INQTxxx** (Quantity Totals), and **INSNxxx** (Serial Numbers) files. Other users cannot access these files while you use this function.

Use the Quantity Cross Verification screen to produce a log of discrepancies between the **INQLxxx**, **INQTxxx**, and **INSNxxx** files.

Select **Quantity Cross Verification** from the **Periodic Processing** menu. The Quantity Cross Verification screen appears.



1. If you have backed up your data files and made sure that no one else is using the system, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), return to the **Periodic Processing** menu, and do so before continuing.

2. Select **Print Adjustment Log Only?** check box if you want the system to print the log and not write the changes to the **INQTxxx** file.

3. Select the output device for the log to begin the verification process. See “Output the Report” on page 1-60 for more information.

   When the process is finished (and after the log is produced,) the **Periodic Processing** menu appears.

Quantity Cross Verification Log

04/24/2002 Builders Supply Page 1
2:55 PM Quantity Cross Verification

Item ID	Location	Lot Number	Old Quantity	New Quantity	Old Cost	New Cost
200300	TX0001		3.0000	3.0000	1259.7300	1259.7400
200600	MN0001		8.0000	8.0000	601.2100	601.2000
200600	TX0001		3.0000	3.0000	215.5500	215.5700
250	TX0001		266.0000	266.0000	338521.8900	338521.8700
300	MN0001		35.0000	35.0000	770.3700	770.3500
450	MN0001		12.0000	12.0000	1933.6900	1933.6800
600	TX0001		6.0000	6.0000	712.6800	712.6700

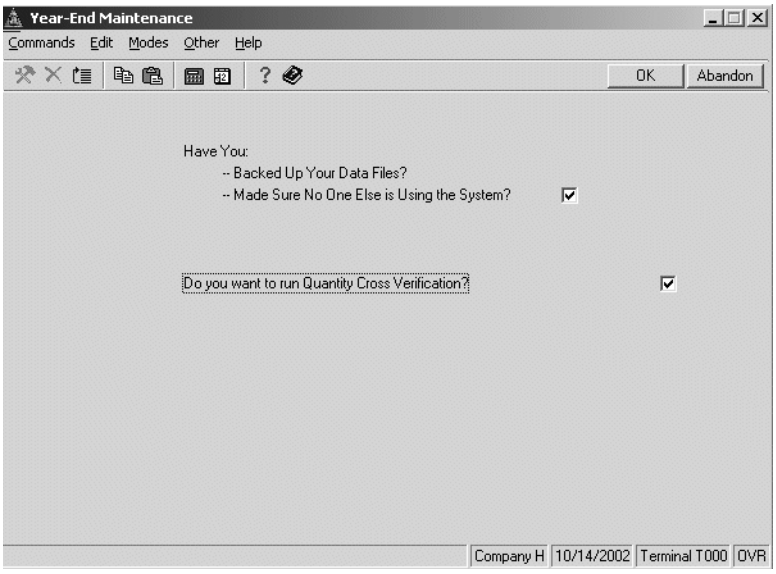
End of Report

Year-End Maintenance

Use the **Year-End Maintenance** function on the **Periodic Processing** menu for maintenance tasks and to prepare for the next year.

Use the Year-End Maintenance screen to increment the current fiscal year by one in the **INPDxxx** table. The year-to-date totals in the **INHSxxx** (Summary History) file are reset to begin accumulating data for the next year.

Select **Year-End Maintenance** from the **Periodic Processing** menu. The Year-End Maintenance screen appears.



1. If you have backed up your data files and made sure that no one else is using the system, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), return to the **Periodic Processing** menu, and do so before continuing.

Note: You should also post the Inventory transactions and COGS adjustments for the year in which you are performing the maintenance before you use this function. You do not have to post Inventory transactions that are for the next year.

2. If you want to verify that your quantity files are in sync, select the **Do you want to run Quantity Cross Verification?** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you do not run the verification, the log is printed without verifying that the quantities are the same in the **INQLxxx** (Quantity Locations) and **INQTxxx** (Quantity Totals) files.

3. Select the output device for the log to begin the maintenance process. See “Output the Report” on page 1-60 for more information.

   When the process is finished and after the log is produced, the **Periodic Processing** menu appears.

Year-End Maintenance Log

04/24/2001 Builders Supply Page 1
2:56 PM Quantity Cross Verification

Item ID	Location	Lot Number	Old Quantity	New Quantity	Old Cost	New Cost
200300	TX0001		3.0000	3.0000	1259.7300	1259.7400
200600	MN0001		8.0000	8.0000	601.2100	601.2000
200600	TX0001		3.0000	3.0000	215.5500	215.5700
250	TX0001		266.0000	266.0000	338521.8900	338521.8700
300	MN0001		35.0000	35.0000	770.3700	770.3500
450	MN0001		12.0000	12.0000	1933.6900	1933.6800
600	TX0001		6.0000	6.0000	712.6800	712.6700

End of Report

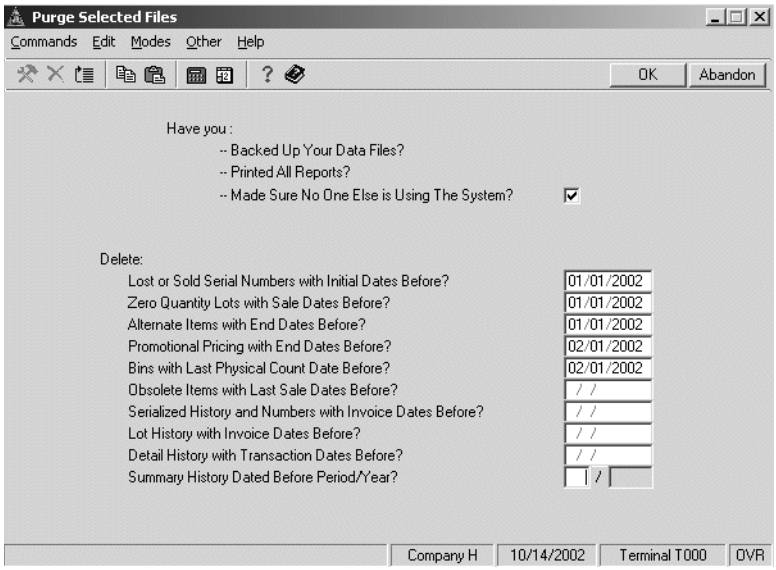
Purge Selected Files

Use the **Purge Selected Files** function on the **Periodic Processing** menu to delete information you no longer need from selected files.

Use the Purge Selected Files screen to delete the following information when it becomes outdated:

- Serial numbers
- Lot numbers
- Bin numbers
- Alternate items
- Obsolete items
- Physical count information
- Promotional pricing
- Serial history
- Lot history
- Detail history
- Summary history

Select **Purge Selected Files** from the **Periodic Processing** menu. The Purge Selected Files screen appears.


Purge Selected Files
Commands Edit Modes Other Help
OK Abandon
Have you :
-- Backed Up Your Data Files?
-- Printed All Reports?
-- Made Sure No One Else is Using The System?
Delete:
Lost or Sold Serial Numbers with Initial Dates Before? 01/01/2002
Zero Quantity Lots with Sale Dates Before? 01/01/2002
Alternate Items with End Dates Before? 01/01/2002
Promotional Pricing with End Dates Before? 02/01/2002
Bins with Last Physical Count Date Before? 02/01/2002
Obsolete Items with Last Sale Dates Before?
Serialized History and Numbers with Invoice Dates Before?
Lot History with Invoice Dates Before?
Detail History with Transaction Dates Before?
Summary History Dated Before Period/Year?
Company H 10/14/2002 Terminal T000 OVR

1. If you have backed up your data files, printed all the reports, and made sure that no one else is using the system, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), return to the Periodic Processing menu, and do so before continuing.

2. Enter the acquisition date for serialized items where the deletion or lost and sold serial numbers should stop in the **Delete Lost or Sold Serial Numbers with Initial Dates Before?** box.

3. Enter the sale date for zero-quantity lots where the deletion should stop in the **Delete Zero Quantity Lots with Sale Dates Before?** box. Zero-quantity lots before the date you enter are deleted.

4. Enter the end date for alternate numbers where the deletion should stop in the **Delete Alternate Items with End Dates Before?** box. Alternate numbers with end dates before the date you enter are deleted.

5. Enter the end date for the promotional pricing where the deletion should stop in the **Delete Promotional Pricing with End Dates Before?** box. Promotional price IDs with end dates before the date you enter are deleted.

6. Enter the end date for the physical count date where the deletion should stop in the **Delete Bins with Last Physical Count Date Before?** box. Bins with physical count dates before the date you enter are deleted.

7. Enter the end date for obsolete items where the deletion should stop in the **Delete Obsolete Items with Last Sale Dates Before?**. Obsolete items with last sale dates before the date you enter are deleted.

8. The **Delete Serialized History and Numbers with Invoice Dates Before?** field appears if you keep serialized history.

   Enter the invoice date for serialized history and serial numbers where the deletion should stop. Serialized history and serial numbers with invoice dates before the date you enter are deleted.

9. Enter the invoice date for lot history where the deletion should stop in the **Delete Lot History with Invoice Dates Before?** box. Lot history before the date you enter is deleted.

10. The **Delete Detail History with Transaction Dates Before?** field appears if you keep detail history.

    Enter the transaction date for detail history where the deletion should stop. Detail history before the date you enter is deleted.

11. Enter the period/year for summary history where the deletion should stop in the **Delete Summary History Dated Before Period/Year?** box. Summary history before the date you enter is deleted.

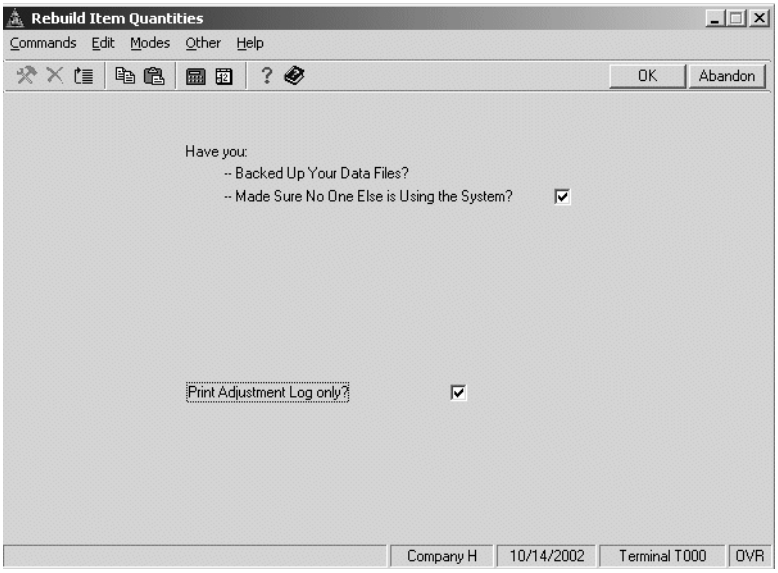
    After the files are purged, the **Periodic Processing** menu appears.

Rebuild Item Quantities

Use the **Rebuild Item Quantities** function on the **Periodic Processing** menu to update the Inventory system with on-order, committed, and in-use information from Inventory or other applications that interface with Inventory.

Use the Rebuild Item Quantities screen to verify that you have backed up your data files and that no one is using the system.

Select **Rebuild Item Quantities** from the **Periodic Processing** menu. The Rebuild Item Quantities screen appears.



If you have backed up your data files and made sure that no one else is using the system, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), return to the **Periodic Processing** menu, and do so before continuing.

12. Select **Print Adjustment Log Only?** check box (or enter **Y** in text mode) if you want the system to print the log and updating the quantities; if not clear the box (or enter **N** in text mode).

13. Select the output device for the log to begin the rebuild process. See "Output the Report" on page 1-60 for more information.

    When the rebuild is finished and the log is produced, the **Periodic Processing** menu appears.

Rebuild Item Quantities Log

10/14/2002 OSAS v6.5 Page 1
3:28 PM Rebuild Item Quantities

Item ID	Location	Old Committed	New Committed	Old In-Use	New In-Use	Old On-Order	New On-Order
100	CA0001	.0000	1.0000	3.0000-	3.0000-	.0000	.0000
200100	MD0001	.0000	.0000	.0000	1.0000	.0000	.0000
200100	MN0001	.0000	.0000	1.0000	1.0000-	.0000	.0000
200200	MN0001	.0000	.0000	1.0000	1.0000-	.0000	.0000
200300	MD0001	.0000	.0000	.0000	1.0000	.0000	.0000
200300	MN0001	.0000	.0000	1.0000	1.0000-	.0000	.0000
200400	MN0001	.0000	.0000	1.0000	1.0000-	.0000	.0000
200500	MN0001	.0000	.0000	1.0000	1.0000-	.0000	.0000
200600	MN0001	.0000	.0000	.0000	1.0000-	.0000	.0000
300	MN0001	.0000	.0000	.0000	28.0000	4.0000	4.0000
650	MN0001	.0000	.0000	6.0000-	2.0000-	4.0000	4.0000
800001	MN0001	.0000	.0000	.0000	32.0000-	.0000	.0000
800001	MN0001						
Lot No. 274D0714		.0000	.0000	.0000	32.0000-	.0000	.0000
150	CA0001	.0000	3.0000	.0000	.0000	.0000	.0000
200200	MD0001	.0000	.0000	.0000	1.0000	.0000	.0000
200400	MD0001	.0000	.0000	.0000	1.0000	.0000	.0000
200500	MD0001	.0000	.0000	.0000	1.0000	.0000	.0000
200600	MD0001	.0000	.0000	.0000	1.0000	.0000	.0000
550	MN0001	.0000	.0000	.0000	.0000	.0000	.0000
800002	MD0001	.0000	.0000	.0000	80.0000	.0000	.0000
800002	MD0001						
Lot No. 274D2202		.0000	.0000	.0000	80.0000	.0000	.0000

10/14/2002 OSAS v6.5 Page 2
3:28 PM Rebuild Item Quantities

Item ID	Location	Serial Number	Lot No	Old Status	New Status
901	MN0001	LTQ7121000		Not on file	New return
901	MN0001	LTQ7121004		Available	In Use

10/14/2002 OSAS v6.5 Page 3
3:28 PM Rebuild Item Quantities

Error Message

Lot Record added to the Item Lot File Item= 812002 Lot= 1301
Lot Record added to the Item Lot File Item= 812002 Lot= 1302
Lot Record added to the Item Lot File Item= 812002 Lot= 1303
Lot Record added to the Item Lot File Item= 812002 Lot= 1301
Lot Record added to the Item Lot File Item= 812002 Lot= 1303

End of Report

Physical Inventory 11

Physical Inventory Selection	11-3
Freeze Quantities	11-5
Print Physical Inventory Tags	11-7
Print Physical Inventory Worksheets	11-11
Physical Counts Tag Entry	11-13
Physical Counts Worksheet Entry	11-19
Batch List	11-25
Update Perpetual Inventory	11-35
Physical Count List	11-29
Variance Report	11-31
Physical Count Valuation Report	11-33

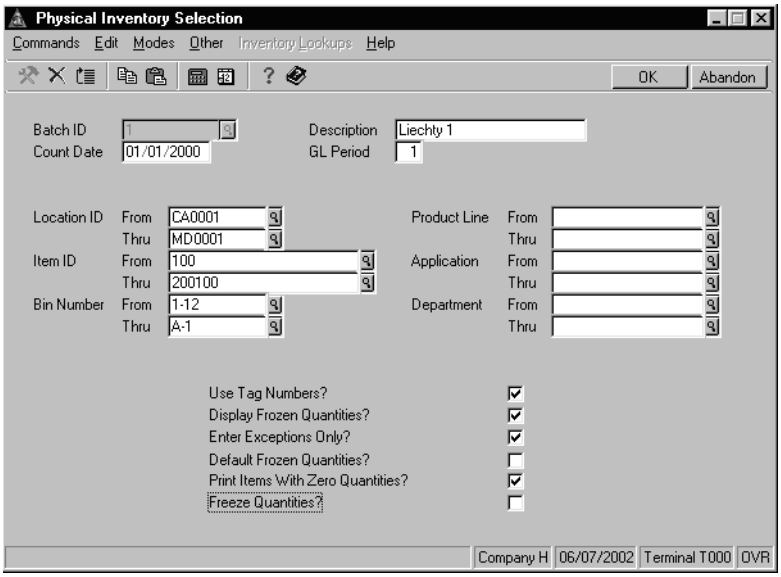
Physical Inventory Selection

Use the **Physical Inventory Selection** function on the **Physical Inventory** menu to identify a batch ID and select the data you want to include in the batch.

To produce a list of the data included in the batch ID, use the **Batch List** function on the **Physical Inventory** menu.

Use the Physical Inventory Selection screen to enter a batch ID and then select the locations, items, bins, product lines, and user-defined fields you want to include in the batch ID.

Select **Physical Inventory Selection** from the **Physical Inventory** menu. The Physical Inventory Selection screen appears.



Inquiry

1. In the **Batch ID** box, enter or select the ID of the batch you want to use to group items together for the physical count.

2. Enter the description of the batch ID, the date the physical count will be taken, and the GL period to which you want to post when the count is complete.

Inquiry

3. Enter the range of locations, items, bins, product lines, and user-defined values you want to include in the batch.

4. If you want to print tags and use tag numbers in the **Physical Counts Tag Entry** function, select the **Use Tag Numbers?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If you want frozen quantities to appear when you enter counts, select the **Display Frozen Quantities** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. If you want the counted quantity to be equal to the frozen quantity (so that only physical discrepancies must be entered), select the **Enter Exceptions Only?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

7. If you want your frozen and counted quantities to be equal, and you want your frozen quantities to appear, select the **Default Frozen Quantities?** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you elect not to default frozen quantities, you must enter counted quantities for each item.

8. If you want to print items with a quantity of zero on tags or worksheets, select the **Print Items With Zero Quantities?** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

9. If you are ready for a physical count (all adjustments have been made) and want to freeze your on-hand quantities, select the **Freeze Quantities?** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

10. To save your entries and exit to the **Physical Inventory** menu, use the **Proceed** (**OK**) command. To exit to the **Physical Inventory** menu without saving your entries, use the **Exit** (**F7**) command.

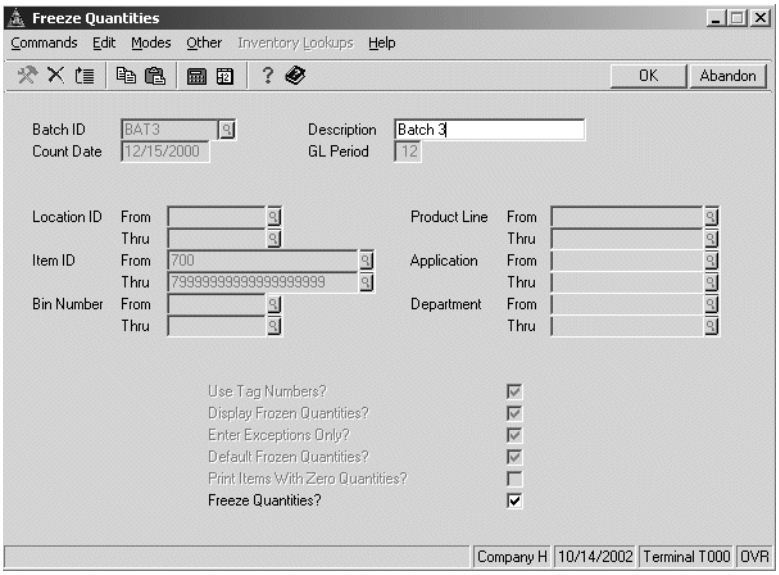
Freeze Quantities

Use the **Freeze Quantities** function on the **Physical Inventory** menu to freeze the on-hand quantities of your items during the physical count.

If you chose to freeze quantities in the **Physical Inventory Selection** function, you do not need to use this function.

Use the Freeze Quantities screen to select the batch ID whose quantities you want to freeze. For a description of the view-only fields on this screen, see the **Physical Inventory Selection** function.

Select **Freeze Quantities** from the **Physical Inventory** menu. The Freeze Quantities screen appears.



Inquiry

1. Enter or select the ID of the batch for which you want to freeze quantities in the **Batch ID** box.

Note: You must enter a batch ID that is on file. (You can add new batches using the **Physical Inventory Selection** function.)

2. Press **Enter** to accept the description that appears, or enter a different description for the batch.

3. If you are ready for a physical count (all adjustments have been made) and you want to freeze your on-hand quantities, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

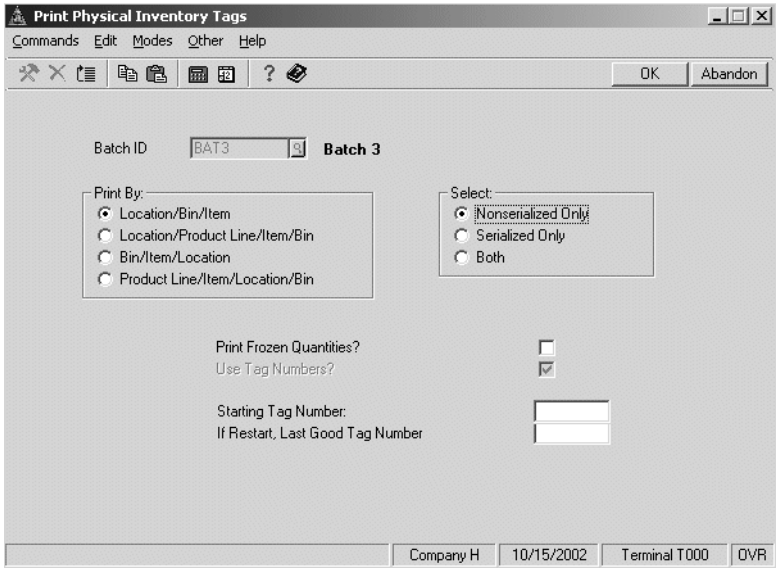
4. To save your entries and exit to the **Physical Inventory** menu, use the **Proceed** (**OK**) command. To exit to the **Physical Inventory** menu without saving your entries, use the **Exit** (**F7**) command.

Print Physical Inventory Tags

Use the **Print Physical Inventory Tags** function on the **Physical Inventory** menu to print a tag for each item/location, bin number, lot, and serial number in the physical count.

Use the Print Physical Inventory Tags screen to assign tag numbers and to select the order you want to organize the tags.

Select **Print Physical Inventory Tags** from the **Physical Inventory** menu. The Print Physical Inventory Tags screen appears.



Inquiry

1. Enter or select the ID of the batch with which you want to work in the **Batch ID** box.

2. Select the order in which you want to organize the tags in the **Print By** section.

3. Select the type of items you want to include in the tags in the **Select** section.

4. If you have frozen your inventory quantities and you want to print them on the tags, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If you chose to use tag numbers in the **Physical Inventory Selection** function, the **Use Tag Numbers?** check box is selected (or **YES** appears in text mode). If you did not choose to use tag numbers on the Physical Inventory Selection screen, you can do so now.

6. Enter the number of the first tag for the physical count in the **Starting Tag Number** box.

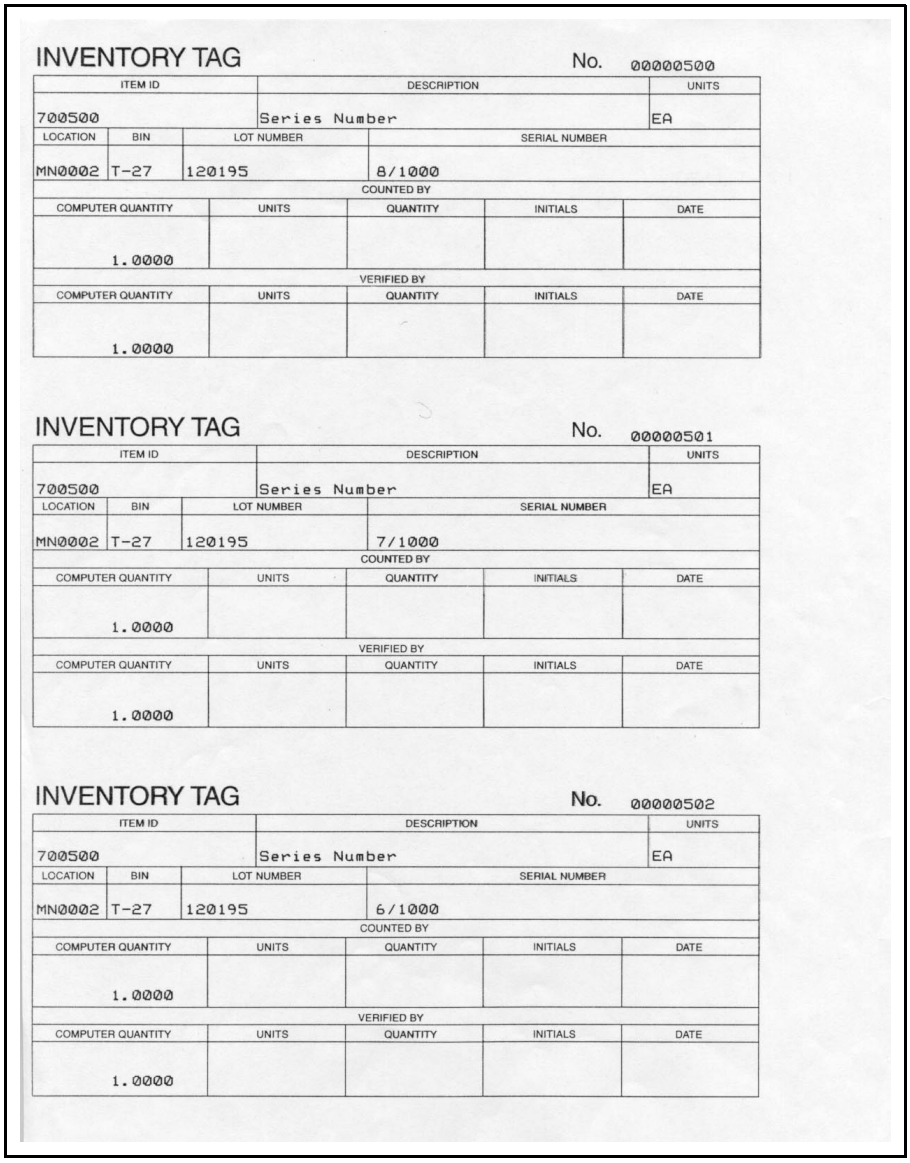
7. If you are reprinting tag numbers, enter the number of the last tag number that printed successfully.

8. Select the output device for the tags. See “Output the Report” on page 1-60 for more information.

9. Before the tags are produced, the message **Mount Tags Now** appears. Insert the tag forms into the printer and press **Enter** when you are ready to print. The message **Is the form aligned?** appears. If the form is aligned, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode) and realign the paper.

   After the list is produced, the **Physical Inventory** menu appears.

Physical Inventory Tags



INVENTORY TAG No. 00000500

ITEM ID	DESCRIPTION	UNITS
700500	Series Number	EA

LOCATION	BIN	LOT NUMBER	SERIAL NUMBER
MN0002	T-27	120195	8/1000

COUNTED BY

COMPUTER QUANTITY	UNITS	QUANTITY	INITIALS	DATE
1.0000				

VERIFIED BY

COMPUTER QUANTITY	UNITS	QUANTITY	INITIALS	DATE
1.0000				

INVENTORY TAG No. 00000501

ITEM ID	DESCRIPTION	UNITS
700500	Series Number	EA

LOCATION	BIN	LOT NUMBER	SERIAL NUMBER
MN0002	T-27	120195	7/1000

COUNTED BY

COMPUTER QUANTITY	UNITS	QUANTITY	INITIALS	DATE
1.0000				

VERIFIED BY

COMPUTER QUANTITY	UNITS	QUANTITY	INITIALS	DATE
1.0000				

INVENTORY TAG No. 00000502

ITEM ID	DESCRIPTION	UNITS
700500	Series Number	EA

LOCATION	BIN	LOT NUMBER	SERIAL NUMBER
MN0002	T-27	120195	6/1000

COUNTED BY

COMPUTER QUANTITY	UNITS	QUANTITY	INITIALS	DATE
1.0000				

VERIFIED BY

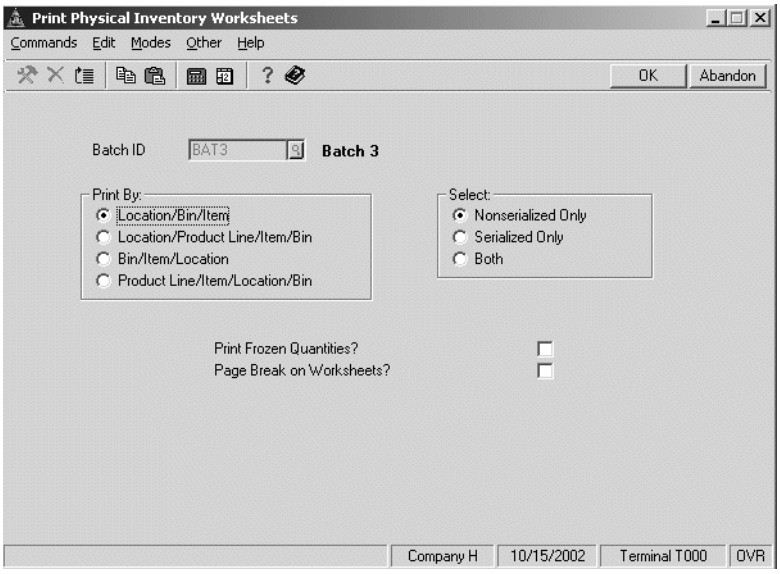
COMPUTER QUANTITY	UNITS	QUANTITY	INITIALS	DATE
1.0000				

Print Physical Inventory Worksheets

Use the **Print Physical Inventory Worksheets** function on the **Physical Inventory** menu to print worksheets, which can be used to record a physical count of your inventory.

Use the Print Physical Inventory Worksheets screen to select the information you want on the worksheets.

Select **Print Physical Inventory Worksheets** from the **Physical Inventory** menu. The Print Physical Inventory Worksheets screen appears.



Inquiry

1. Enter or select the ID of the batch with which you want to work in the **Batch ID** box.

2. Select the order in which you want to organize the worksheets in the **Print By** section.

3. Select the type of items you want to include in the worksheets in the **Select** section.

4. If you have frozen your inventory quantities and you want to print them on the worksheets, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

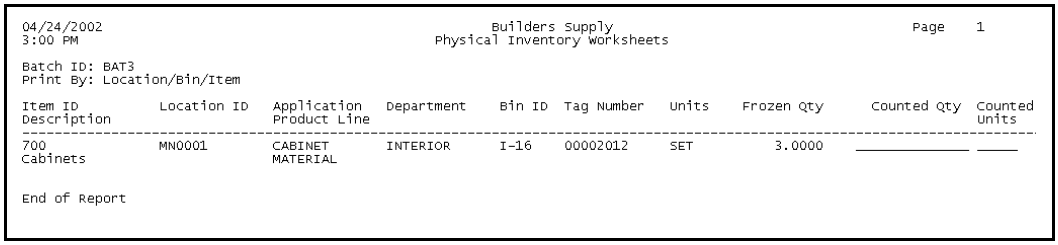
5. If you chose to print the batch by location or product line and you want a page break between locations or product lines, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

   If you chose to print by bin number, you cannot insert page breaks.

6. Select the output device for the tags. See “Output the Report” on page 1-60 for more information.

   After the worksheets are produced, the **Physical Inventory** menu appears.

Physical Inventory Worksheets



04/24/2002 Builders Supply Page 1
3:00 PM Physical Inventory Worksheets

Batch ID: BAT3
Print By: Location/Bin/Item

Item ID / Description	Location ID	Application / Product Line	Department	Bin ID	Tag Number	Units	Frozen Qty	Counted Qty	Counted Units
700 Cabinets	MN0001	CABINET MATERIAL	INTERIOR	I-16	00002012	SET	3.0000	_____	_____

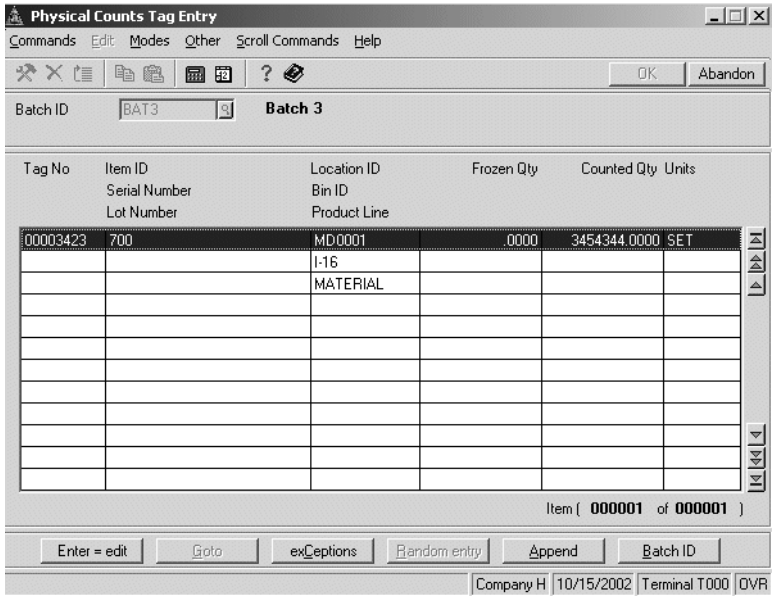
End of Report

Physical Counts Tag Entry

Use the **Physical Counts Tag Entry** function on the **Physical Inventory** menu to enter physical counts using tag numbers.

Before you use this function, you must use the **Print Physical Inventory Tags** function. To produce a list of the information entered in the **Physical Counts Tag Entry** function, use the **Physical Count List** function on the **Physical Inventory** menu.

Select **Physical Counts Tag Entry** from the **Physical Inventory** menu. The Physical Counts Tag Entry screen appears.


Physical Counts Tag Entry
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Batch ID BAT3
Batch 3
Tag No Item ID Location ID Frozen Qty Counted Qty Units
Serial Number Bin ID
Lot Number Product Line
00003423 700 MD0001 .0000 3454344.0000 SET
I-16
MATERIAL
Item (000001 of 000001)
Enter = edit Goto exCeptions Random entry Append Batch ID
Company H 10/15/2002 Terminal T000 OVR

Inquiry

1. Enter or select the ID of the batch with which you want to work in the **Batch ID** box.

The following information appears:

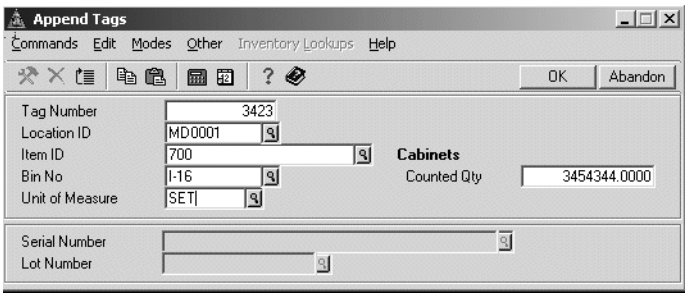
- Preassigned tag numbers in the batch appear in the **Tag No** column.
- Location ID, bin ID, item ID, and lot /serial numbers in the physical count. If you are entering exceptions only, these fields are blank.

  The order that information appears depends on the selection you made.
- If you elected to show frozen quantities in the **Physical Inventory Selection** function, the system's quantity appears in the **Frozen Qty** column.
- The counted quantity for the item appears in the **Counted Qty** column.
- The unit of measure for the item appears in the **Units** column.

2. Select a command:

   - To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Tags window appears.
   - Press **G** to go to a specific tag (this command is only available if there are more than one page of tag entries).
   - Press **C** to go to the Enter Exceptions dialog box and enter discrepancies in quantities.
   - Press **A** to add tag numbers. The Append Tags dialog box appears.
   - Press **R** to edit tags in random order (this command is available only if you are not entering exceptions only).
   - Press **B** to go to the **Batch** field and enter a different batch ID.
   - To exit to the Physical Inventory menu, use the **Exit** (**F7**) command.

Append Tags



Use the Append/Edit Tags screen to add or change information about the tag: item, location, bin number, unit of measure, counted quantity, and lot and serial numbers.

1. Enter the tag number for the batch in the **Tag Number** box.

Inquiry

2. Enter or select the location ID for the physical count in the **Location ID** box.

Inquiry

3. Enter or select the item ID for the batch in the **Item ID** box.

Maint

Inquiry

4. Enter or select the bin number for the item in the **Bin No** box.

Inquiry

5. Enter or select the unit of measure for the item in the **Unit of Measure** box.

6. Enter or change the counted quantity of the item in the **Counted Qty** box.

Inquiry

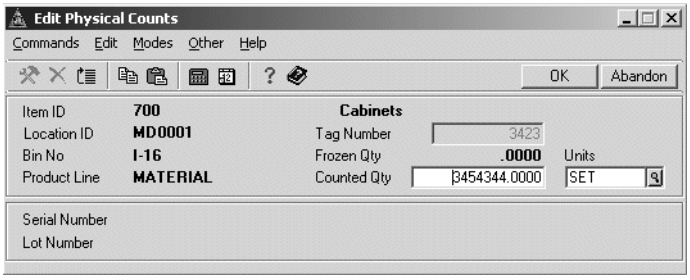
7. Enter or select the serial number of the item.

Inquiry

8. Enter or select the lot number of the item.

9. To exit to the Physical Counts Tag Entry screen, use the **Proceed** (**OK**) command.

Edit Physical Counts


Edit Physical Counts
Commands Edit Modes Other Help
OK Abandon
Item ID 700 Cabinets
Location ID MD0001 Tag Number 3423
Bin No I-16 Frozen Qty .0000 Units
Product Line MATERIAL Counted Qty 3454344.0000 SET
Serial Number
Lot Number

Use the Edit Physical Count dialog box to change information about the worksheet: item, location, bin number, unit of measure, counted quantity, and lot and serial numbers.

The location ID where the item is stored, the item ID, the bin number, and product line information appear.

1. Enter the tag number for the batch (if you chose to use tag numbers in the **Physical Count Selection** function) in the **Tag Number** box.

2. Enter or change the counted quantity of the item in the **Counted Qty** box.

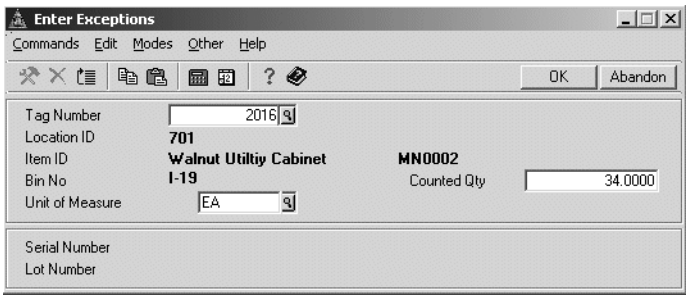
Inquiry

3. Enter or select the unit of measure for the counted quantity in the **Units** box.

   The serial and lot number appear.

4. To exit to the Physical Counts Tag Entry screen, use the **Proceed** (**OK**) command.

Enter Exceptions



Use the Enter Exceptions dialog box if you elected to enter exceptions only in the **Physical Inventory Selection** function. In this dialog box you can enter only physical discrepancies that arise when the frozen and actual quantities are compared.

Inquiry

1. Enter or change the tag number for the batch in the **Tag Number** box.

   The following information appears:

   - Location ID for the physical count
   - Item ID for the batch
   - Bin number for the item

2. Enter or change the counted quantity of the item in the **Counted Qty** box.

Inquiry

3. Enter or change the unit of measure for the item in the **Unit of Measure** box.

   The serial and lot number of the item appear.

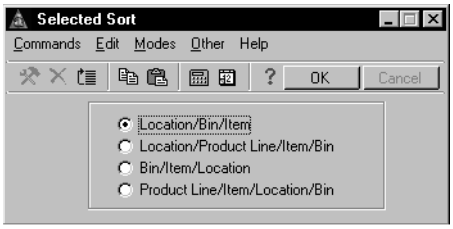
4. To exit to the Physical Counts Tag Entry screen, use the **Proceed** (**OK**) command.

Physical Counts Worksheet Entry

Use the **Physical Counts Worksheet Entry** function on the **Physical Inventory** menu to enter physical counts using worksheets.

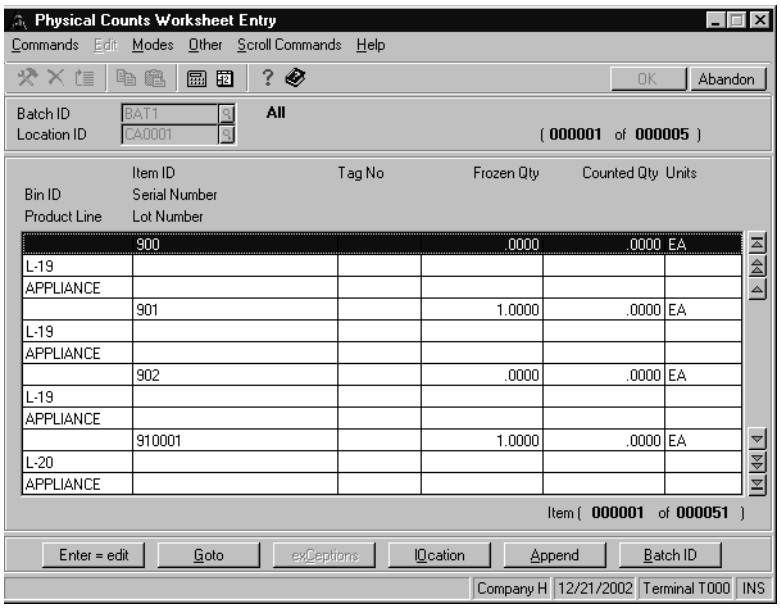
Before you use this function, you should use the **Print Physical Inventory Worksheets** function. To produce a list of the information entered in the **Physical Counts Worksheet Entry** function, use the **Physical Count List** function on the **Physical Inventory** menu.

Select **Physical Counts Worksheet Entry** from the **Physical Inventory** menu. The Selected Sort dialog box appears.



Use the Selected Sort dialog box to select how you want the information to appear.After you make your selection, the Physical Counts Worksheet Entry screen appears.

Use the Physical Counts Worksheet Entry screen to enter the physical count for each worksheet.



Inquiry

1. Enter the ID of the batch with which you want to work in the **Batch ID** box.

   The following information appears:

   - Location ID with which you are working
   - Item ID, bin ID, product line, tag number (if you are using tags), and lot and serial numbers in the physical count. If you are entering exceptions only, these fields are blank.

     The order that information appears depends on the selection you made on the Physical Counts Selected Sort screen.

   - The system's quantity, if you elected to show frozen quantities in the **Physical Inventory Selection** function.

- Counted quantity and unit of measure for the item appear.

2. Select a command:

   - To edit, move the prompt to the line you want to edit and press **Enter**. The **Edit Physical Count** screen appears.

   - Press **G** to go to a specific item in the list (this command is available only when there is more than one page of items).

   - Press **C** to enter a count that differs from the frozen quantity for an item (this command is available only if you chose to enter exceptions only in the **Physical Inventory Selection** function). The **Enter Exceptions** screen appears.

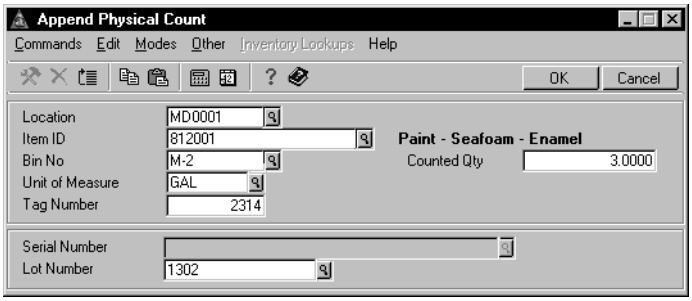
   - Press **O** to go the **Location ID** field and change the location.

   - Press **A** to add tag numbers. The **Append Physical Count** screen appears.

   - Press **B** to return to the **Batch ID** field. Then select another physical count batch with which to work.

   - To exit to the **Physical Inventory** menu, use the **Exit** (**F7**) command.

Append Physical Count



Use the Append Physical Count dialog box to add information about the worksheet: item, location, bin number, unit of measure, counted quantity, and lot and serial numbers.

Inquiry

1. Enter or select the location ID for the physical count in the **Location ID** box.

Inquiry

2. Enter or select the item ID for the batch in the **Item ID** box.

Inquiry

3. Enter the bin number and unit of measure for the item.

4. Enter the tag number for the batch in the Tag Number box.

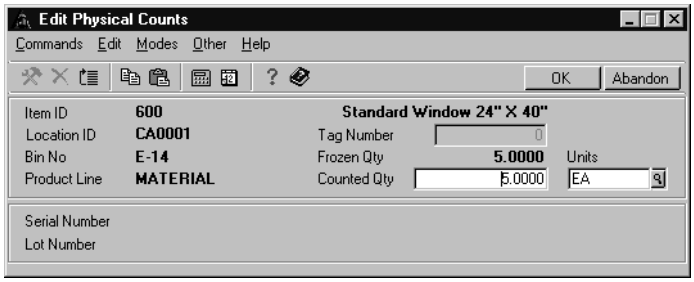
5. Enter or change the counted quantity of the item in the **Counted Qty** box.

Inquiry

6. Enter the serial and the lot number of the item.

7. To exit to the Physical Counts Worksheet Entry screen, use the **Proceed** (**OK**) command.

Edit Physical Counts



Use the Edit Physical Count window to change information about the worksheet: item, location, bin number, unit of measure, counted quantity, and lot and serial numbers.

The location ID where the item is stored, the item ID, and the bin number appear.

1. Enter the tag number for the batch (if you chose to use tag numbers in the **Physical Count Selection** function) in the **Tag Number** box.

2. Enter or change the counted quantity of the item in the **Counted Qty** box.

Inquiry

3. Enter or select the unit of measure for the counted quantity in the **Units** box.

   The serial and lot number appear.

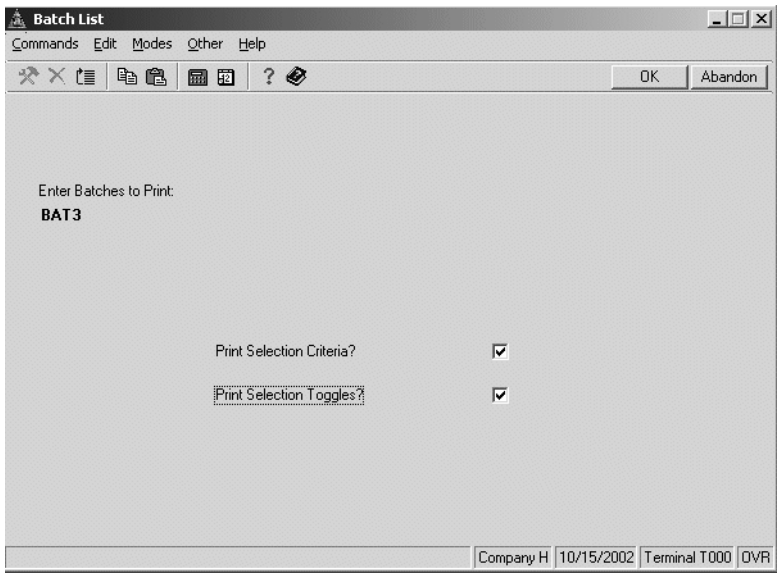
4. To exit to the Physical Counts Worksheet Entry screen, use the **Proceed** (**OK**) command.

Batch List

The Batch List shows the status of each batch in the physical inventory process and the selection criteria entered in the **Physical Inventory Selection** function.

Use the Batch List screen to enter the batch IDs whose information you want to include in the list.

Select **Batch List** from the **Physical Inventory** menu. The Batch List screen appears.



Inquiry

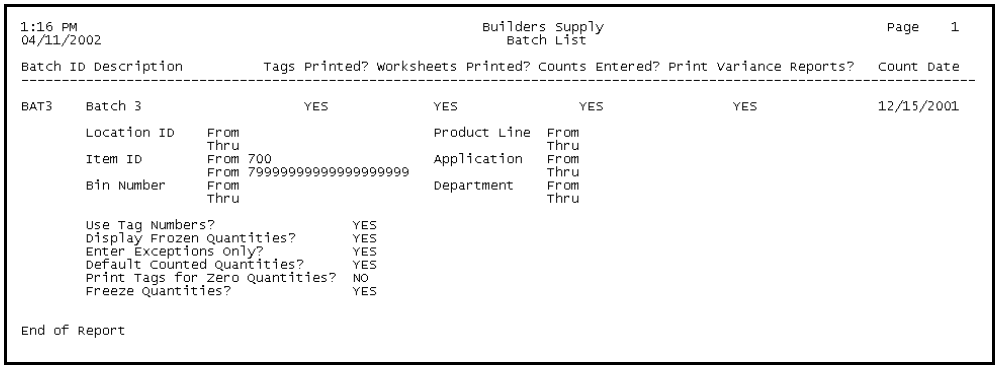
1. Enter or select the IDs of the batches you want in the list in the box.
2. If you want the location IDs, item IDs, bin numbers, product lines, and user-defined fields for the batch to print in the list, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. If you want the selection toggles for using tag numbers, displaying frozen quantities, and defaulting counted quantities to print in the list, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. Select the output device for the list. See “Output the Report” on page 1-60 for more information.

   After the list is produced, the **Physical Inventory** menu appears.

Batch List



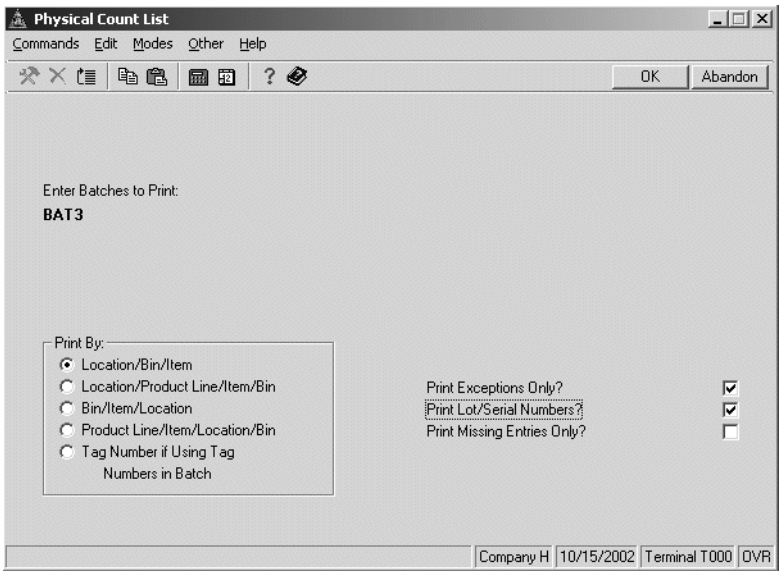
```
1:16 PM                                          Builders Supply                                  Page    1
04/11/2002                                          Batch List

Batch ID Description          Tags Printed? Worksheets Printed? Counts Entered? Print Variance Reports?   Count Date
-------------------------------------------------------------------------------------------------------------------

BAT3     Batch 3                    YES             YES               YES               YES               12/15/2001

         Location ID     From                       Product Line  From
                         Thru                                     Thru
         Item ID         From 700                   Application   From
                         From 79999999999999999999                Thru
         Bin Number      From                       Department    From
                         Thru                                     Thru

         Use Tag Numbers?                YES
         Display Frozen Quantities?      YES
         Enter Exceptions Only?          YES
         Default Counted Quantities?     YES
         Print Tags for Zero Quantities? NO
         Freeze Quantities?              YES


End of Report
```

Physical Count List

After you enter physical counts, produce a list of quantities from selected batches so that you can verify that the correct quantities were entered.

A sample Physical Count List is on page 11-30. An asterisk (*) indicates that there is a gap in the tag number sequence or that a tag number is missing.

Use the Physical Count List screen to enter batches whose quantities you want to include in the list.



Inquiry

1. Enter the IDs of the batches you want to include in the list.

2. Select the order in which you want to organize the list in the **Print By** section.

3. If you want to list only exceptions for the batches, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want to list lot and serial numbers for each item, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If you want to print a list of items that have not been entered through tags or worksheets, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. Select the output device for the list. See “Output the Report” on page 1-60 for more information.

   After the list is produced, the **Physical Inventory** menu appears.

Physical Count List

04/11/2002 Builders Supply Page 1
1:17 PM Physical Count List

Batch ID BAT3

Tag No.	Item ID / Location / Lot Number	Description / Serial Number	Bin	Product Line	Application	Department	Phys Count	Units
00002012	700 / MN0001	Cabinets	I-16	MATERIAL	CABINET	INTERIOR	3.0000	SET
00002000	700110 / MN0002	Unstained Cabinet		COMPONENT	CABINET		85.0000	EA
00000000	700500 / MN0002	Series Number	E-25	COMPONENT	CABINET		1.0000	EA
00000000	700500 / MN0002	Series Number	E-25	COMPONENT	CABINET		1.0000	EA
00000000	700500 / MN0002	Series Number	E-25	COMPONENT	CABINET		1.0000	EA
00000000	700500 / MN0002	Series Number	E-25	COMPONENT	CABINET		1.0000	EA
00000000	700500 / MN0002	Series Number	E-25	COMPONENT	CABINET		1.0000	EA
00002003	700111 / MN0002	Cabinet Assembly	I-1	COMPONENT	CABINET		525.0000	EA
00002004	700119 / MN0002	Drawer Hardware	I-10	COMPONENT	CABINET		15.0000	SET
00002005	7001111 / MN0002	White Glue	I-11	COMPONENT	CABINET		1200.0000	OZ
00002006	7001112 / MN0002	Cut Boards	I-11	COMPONENT	CABINET		12.0000	SET

End of Report

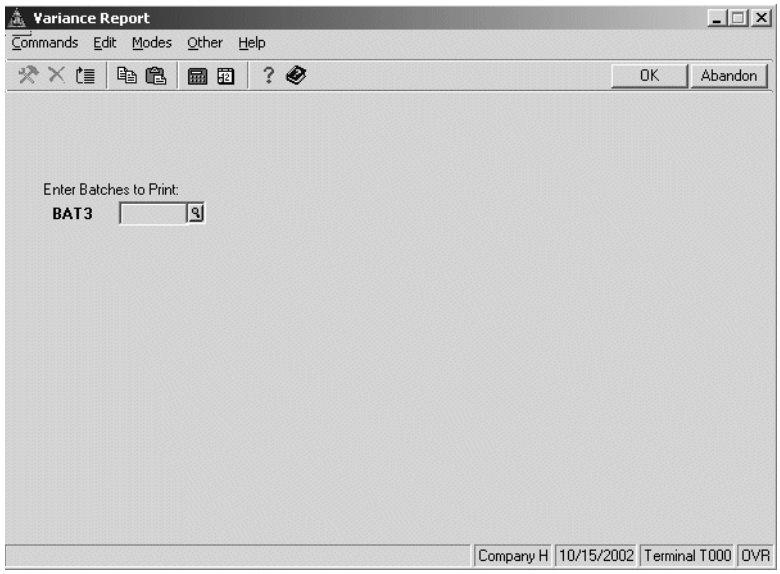
Variance Report

After you enter and verify the physical count of your inventory, produce the Variance Report. It shows the difference between the counts you entered and the frozen quantities in the system.

You must print the **Variance Report** before you use the **Update Perpetual Inventory** function.

Use the Variance Report screen to enter the batches that you want to include in the report.

Select **Variance Report** from the **Physical Inventory** menu. The Variance Report screen appears.



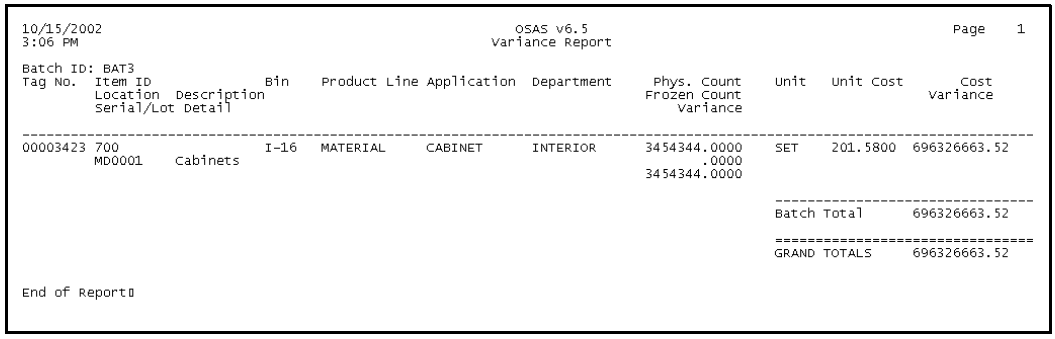
Inquiry

1. Enter the IDs of the batches you want to include in the report.

2. Select the output device for the report. See “Output the Report” on page 1-60 for more information.

   After the list is produced, the **Physical Inventory** menu appears.

Variance Report



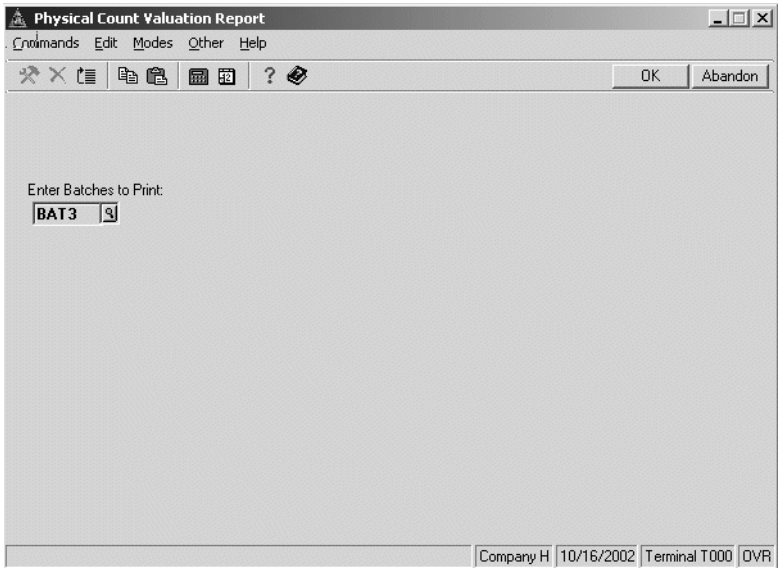
```
10/15/2002                                        OSAS v6.5                                                    Page    1
3:06 PM                                        Variance Report

Batch ID: BAT3
Tag No.  Item ID              Bin    Product Line Application  Department     Phys. Count    Unit   Unit Cost       Cost
         Location  Description                                               Frozen Count                        Variance
         Serial/Lot Detail                                                     Variance

-------------------------------------------------------------------------------------------------------------------------
00003423 700                  I-16   MATERIAL     CABINET      INTERIOR      3454344.0000    SET    201.5800  696326663.52
         MD0001    Cabinets                                                        .0000
                                                                            3454344.0000

                                                                                                 ---------------------------
                                                                                Batch Total      696326663.52

                                                                                                 ===========================
                                                                                GRAND TOTALS     696326663.52

End of Report
```

Physical Count Valuation Report

Use the **Physical Count Valuation Report** function on the **Physical Inventory** menu to produce a list of your inventory items and their quantities and values in dollars.

Use the Physical Count Valuation Report screen to select the batches you want to include in the report.

Select **Physical Count Valuation Report** from the **Physical Inventory** menu. The Physical Count Valuation Report screen appears.



Inquiry

1. Enter the batches you want to include in the report.
2. Select the output device for the report. See “Output the Report” on page 1-60 for more information.

   After the list is produced, the **Physical Inventory** menu appears.

Physical Count Valuation Report

04/11/2002 Builders Supply Page 1
1:18 PM Physical Count Valuation Report

Batch	Inventory Number	Location	Unit	Frozen Qty.	Updated Qty.	Variance Qty.	Frozen Value	Updated Value	Variance Value
BAT3	700	MN0001	SET	3.0000	3.0000	.0000	604.74	604.74	.00
					GL Code 01 Total		604.74	604.74	.00
					Account 104400 Total		604.74	604.74	.00
					Location ID MN0001 Total		604.74	604.74	.00

04/11/2001 Builders Supply Page 2
1:18 PM Physical Count Valuation Report

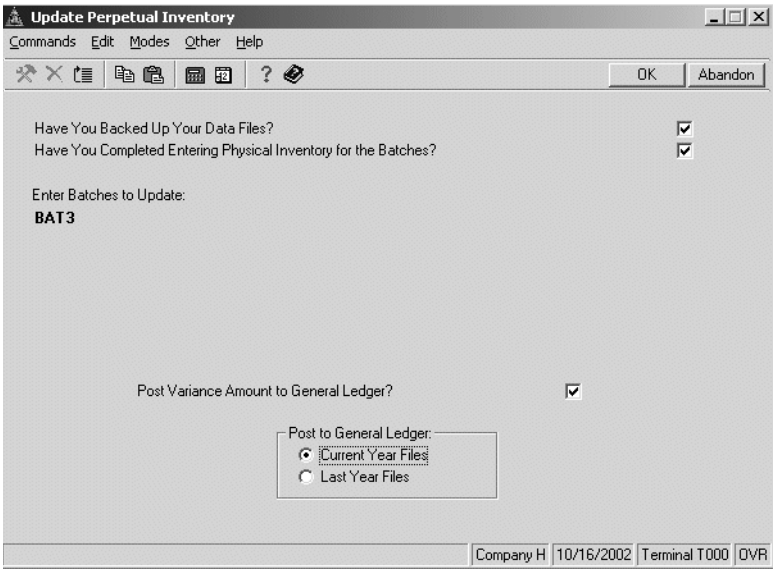
Batch	Inventory Number	Location	Unit	Frozen Qty.	Updated Qty.	Variance Qty.	Frozen Value	Updated Value	Variance Value
BAT3	700100	MN0002	EA	170.0000	170.0000	.0000	18684.70	18684.70	.00
BAT3	700110	MN0002	EA	85.0000	85.0000	.0000	4884.95	4884.95	.00
BAT3	700111	MN0002	EA	525.0000	525.0000	.0000	36781.50	36781.50	.00
BAT3	7001111	MN0002	OZ	1200.0000	1200.0000	.0000	72.00	72.00	.00
BAT3	7001112	MN0002	SET	12.0000	12.0000	.0000	22.44	22.44	.00
BAT3	700113	MN0002	EA	3.0000	3.0000	.0000	7.50	7.50	.00
BAT3	700115	MN0002	EA	15.0000	15.0000	.0000	186.45	186.45	.00
BAT3	700117	MN0002	EA	4.0000	4.0000	.0000	21.64	21.64	.00
BAT3	700119	MN0002	SET	15.0000	15.0000	.0000	54.90	54.90	.00
BAT3	700120	MN0002	OZ	682.0000	682.0000	.0000	354.64	354.64	.00
BAT3	700130	MN0002	OZ	632.0000	632.0000	.0000	271.76	271.76	.00
BAT3	700199	MN0002	EA	25.0000	25.0000	.0000	1551.75	1551.75	.00
BAT3	700200	MN0002	EA	91.0000	91.0000	.0000	185.64	185.64	.00
BAT3	700300	MN0002	EA	90.0000	90.0000	.0000	187.20	187.20	.00
BAT3	700400	MN0002	EA	4961.0000	4961.0000	.0000	545.71	545.71	.00
BAT3	700998	MN0002	EA	36.0000	36.0000	.0000	94.68	94.68	.00
BAT3	700999	MN0002	EA	15694.0000	15694.0000	.0000	1255.52	1255.52	.00
BAT3	701	MN0002	EA	34.0000	34.0000	.0000	2961.74	2961.74	.00
					GL Code 02 Total		68124.72	68124.72	.00
					Account 104000 Total		68124.72	68124.72	.00
BAT3	700500	MN0002	EA	8.0000	8.0000	.0000	144.00	144.00	.00
					GL Code 01 Total		144.00	144.00	.00

Update Perpetual Inventory

Use the **Update Perpetual Inventory** function after you complete and verify other Physical Inventory functions to update quantities for the items selected in each batch.

Use the Update Perpetual Inventory screen to enter the batches you want to use to update the Inventory quantity and General Ledger files.

Select **Update Perpetual Inventory** from the **Physical Inventory** menu. The Update Perpetual Inventory screen appears.



1. If you have backed up your data files, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode) and do so before continuing.

2. If you have completed entering physical counts for the batch, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), return to the **Physical Inventory** menu, and finish your entries before continuing.

   Note: You must also produce the Variance Report before you update your perpetual inventory. You cannot reconstruct this report after you post.

Inquiry

3. Enter or select the batches for which you want to update quantities.

4. If Inventory interfaces with General Ledger and you want to post directly to General Ledger, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If Inventory interfaces to General Ledger and last-year files exist in General Ledger, select the fiscal year to which you want to post journal entries.

6. Select the output device for the log. See “Output the Report” on page 1-60 for more information.

   After the list is produced, the **Physical Inventory** menu appears.

Update Perpetual Inventory Log

```
08/07/2002                                   Builders Supply                                   PAGE    1
2:44 PM                                  Update Perpetual Inventory

Batch ID Inventory ID        Loc ID Serial/Lot No.'s              GL Account              Debit          Credit
-------------------------------------------------------------------------------------------------------------------

BAT3     700400              MN0002                               104000                   4.62
BAT3     700400              MN0002                               504000                                  4.62
                                                                                      ----------------------------
Posted to Period 12                                                                       4.62           4.62
```

File Maintenance 12

Items	12-3
Item Locations	12-19
Locations	12-53
Copy Item to Location	12-57
Price Structures	12-61
Promotional Pricing	12-65
Tables	12-67
Change Fields	12-71

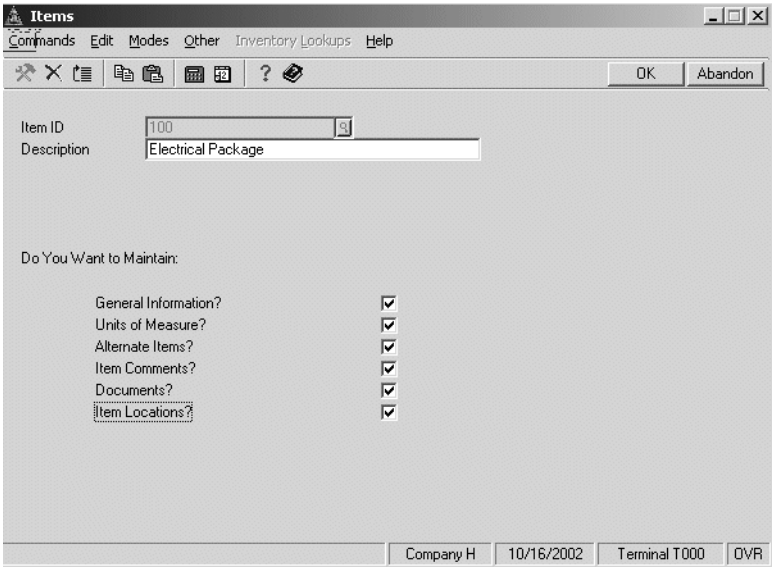
Items

Use the **Items** function on the **File Maintenance** menu to enter and maintain your inventory items at the item level.

To produce a list of the information entered on the Items screen, use the **Item Detail List** function on the **Master File Lists** menu.

Use the Items selection screen to enter an item ID and description and to select the information you want to enter or change: General Information, Units of Measure, Alternate Items, Item Comments, Documents, and Item Locations.

Select **Items** from the **File Maintenance** menu. The Items screen appears.



Inquiry

1. Enter or select the ID of the item whose information you want to add or change in the **Item ID** box.

Inquiry

2. The **Copy From** box appears if you entered a new item ID. Enter the ID of the item whose information you want to copy.

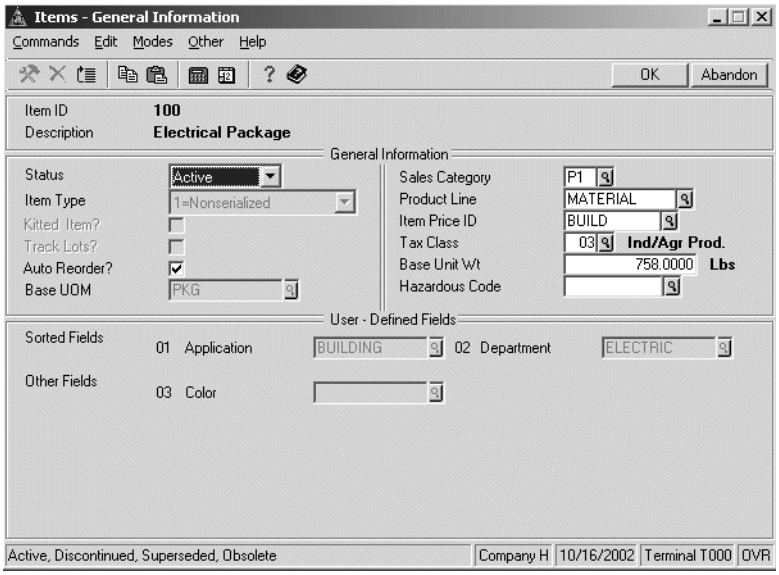
3. Enter a description of the item in the **Description** box. If you elected to use additional descriptions in the Resource Manager **Options and Interfaces** function, the **Additional Descriptions** dialog box appears.

4. For each screen you want to work on, select the corresponding check box (or enter **Y** in text mode). To skip a screen, clear the corresponding box (or enter **N** in text mode).

   If you are adding new items, you must enter general information.

5. When you use the **Proceed** (**OK**) command to save your entries, the first screen you selected from the Items selection screen appears. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

General Information



Use the General Information screen to enter or change general information about the item, default values, and user-defined fields.

The ID of the item and the description of the item you are working with appears.

1. Enter or change the status of the item in the **Status** box:

   - **A**ctive
   - **D**iscontinued
   - **S**upersede
   - **O**bsolete

2. In the **Item Type** box, select the type of item you are setting up. An item can be any of these types: nonserialized, serialized, or service.

   Note: Once there are quantities for an item, you cannot change the item type and this field is unavailable.

3. If the item can be used as a kit, select the **Kitted Item?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

   If you are working with a service item, this field is skipped.

4. If you want to track lots for the item, select the **Track Lots?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

   If you are working with a service item or a kitted item, this field is skipped.

5. If you want the item to be in the Reorder Report whenever the reorder level is reached, select the **Auto Reorder?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

   If you are working with a service item or a kitted item, this field is skipped.

Inquiry
Maint

6. Enter or change the base unit of measure in the **Base UOM** box. Use the smallest unit of measure at which the item is sold or stocked.

Inquiry
Maint

7. Enter or change the sales category, product line, and item price ID for the item.

Inquiry
Maint

8. Enter or change the tax class the item belongs to in the **Tax Class** box.

9. Enter or change the weight of the item in the **Base Unit Wt** box.

Inquiry
Maint

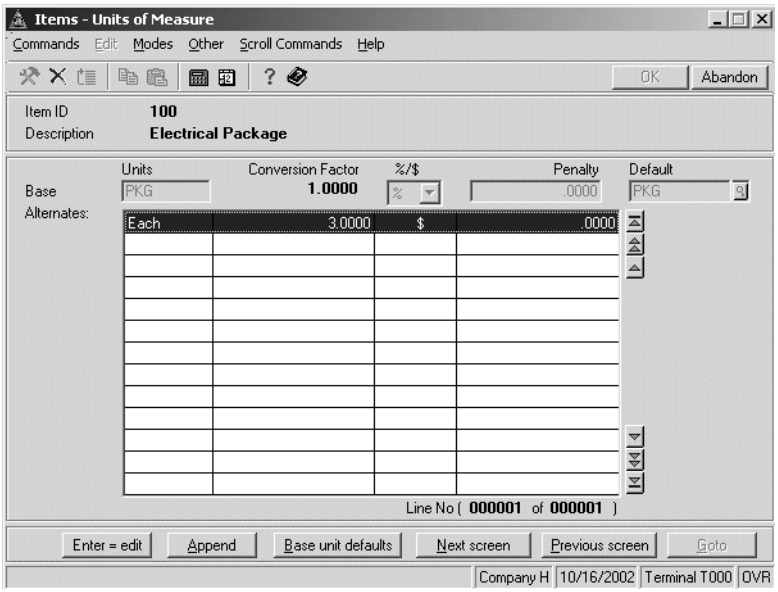
10. Enter or change the hazardous material code for the item in the **Hazardous Code** box.

Inquiry
Maint

11. Enter or change the user-defined fields for the item in the **User-Defined Fields** section of the screen.

    When you use the **Proceed** (**OK**) command to save your entries and exit from the General Information screen, the next screen you selected from the Items selection screen appears. If you did not select another screen, the Item selection screen appears.

Units of Measure


Items - Units of Measure
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Item ID 100
Description Electrical Package
Units Conversion Factor %/$ Penalty Default
Base PKG 1.0000 % .0000 PKG
Alternates:
Each 3.0000 $ .0000
Line No (000001 of 000001)
Enter = edit Append Base unit defaults Next screen Previous screen Goto
Company H 10/16/2002 Terminal T000 OVR

Use the Units of Measure screen to set up or maintain an unlimited number of alternate units of measure for an item.

The ID and description of the item you are working with and the base unit of measure you entered on the General Information screen appears.

The conversion factor tells the system what portion of the base unit the alternate unit is. Enter the conversion factor for the base unit of measure.

1. The penalty factor (**%/$**) determines the price when fractional parts of a unit are sold. A penalty expressed as a percentage applies to the fractional part of the units sold, resulting in a unit penalty for fractional quantities sold. A penalty expressed as a dollar amount applies to the inventory item, regardless of the quantity sold, resulting in a penalty per sale rather than per unit.

To charge a percentage that applies to the fraction of the units sold, click **Base unit defaults** (or press **B** in text mode) and enter **%**. To charge a dollar amount that applies to the entire sale, enter **$**.

2. Enter the percentage or dollar amount of the penalty in the **Penalty** box.

3. Enter or select the default unit of measure in the **Default** box.

4. Select a command:

   - To edit a line, move the prompt to the line you want to edit and press **Enter**.

   - Press **A** to add a unit of measure to the list.

   - Press **B** to go to the **%/$** box and edit penalty information.

   - Press **N** to go to the next screen you selected or to return to the Items selection screen if the Units of Measure screen is the last screen you selected.

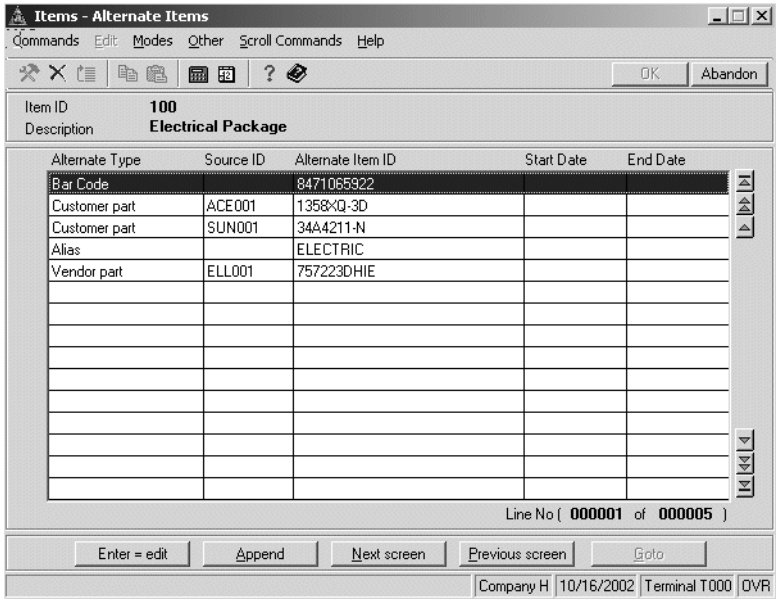
   - Press **P** to go to the previous screen or to return to the Items selection screen if the Units of Measure screen is the first screen you selected.

   - Press **G** to go to a specific alternate unit of measure (this command is only available if there are more than one page of entries).

   - To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

   When you use the **Proceed** (**OK**) command to save your entries and exit from the Units of Measure screen, the next screen you selected from the Items selection screen appears. If you did not select another screen, the Item selection screen appears.

Alternate Items


Items - Alternate Items
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Item ID 100
Description Electrical Package
Alternate Type Source ID Alternate Item ID Start Date End Date
Bar Code 8471065922
Customer part ACE001 1358XQ-3D
Customer part SUN001 34A4211-N
Alias ELECTRIC
Vendor part ELL001 757223DHIE
Line No (000001 of 000005)
Enter = edit Append Next screen Previous screen Goto
Company H 10/16/2002 Terminal T000 OVR

Use the Alternate Items screen to set up and maintain alternate, customer, superseded, bar code, and vendor part numbers for an item.

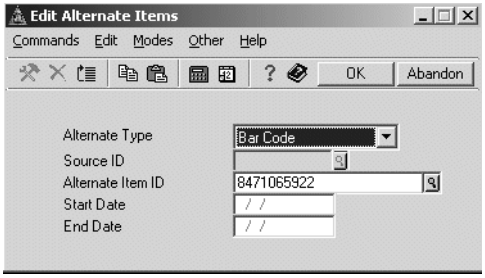
The ID and description of the item you are working with appears.

Select a command:

- To edit a line, move the prompt to the line you want to edit and press **Enter**. The Edit Alternate Items dialog box appears.
- Press **A** to add an alternate item to the list. The Append Alternate Items dialog box appears.
- Press **N** to go to the next screen you selected or to return to the Items selection screen if the Alternate Items screen is the last screen you selected.

- Press **P** to go to the previous screen or to return to the Items selection screen if the Alternate Items screen is the first screen you selected.
- Press **G** to go to a specific alternate item (this command is only available if there are more than one page of entries).
- To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Append/Edit Alternate Items



1. In the **Alternate Type** box, select the type of alternate you want to use:
   - a**L**ias
   - **A**lternate part number
   - **C**ustomer part number
   - **S**uperseded part number
   - **B**ar code
   - **V**endor part number

Inquiry

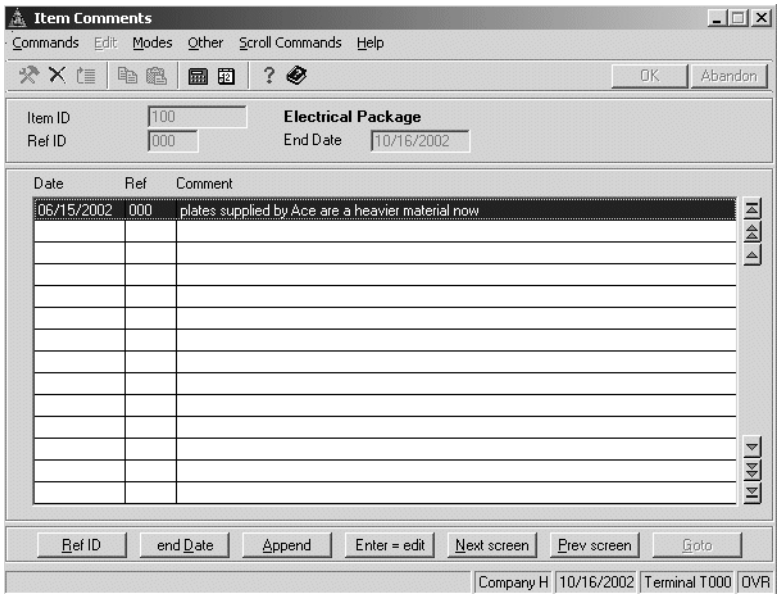
2. If you selected a customer alternate, enter a customer ID; if you selected a vendor alternate, enter or select a vendor ID in the **Source ID** box.

Inquiry

3. In the **Alternate Item ID** box, enter or change the ID for the alternate item you selected.
4. Enter the date you will begin using the alternate item in the **Start Date** box.
5. Enter the date you will stop using the alternate item in the **End Date** box. To set the end date for an indefinite time, leave this field blank.

When you use the **Proceed** (**OK**) command to save your entries and exit from the Alternate Items screen, the next screen you selected from the Items selection screen appears. If you did not select another screen, the Item selection screen appears.

Item Comments


Item Comments
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Item ID 100
Ref ID 000
Electrical Package
End Date 10/16/2002
Date Ref Comment
06/15/2002 000 plates supplied by Ace are a heavier material now
Ref ID end Date Append Enter = edit Next screen Prev screen Goto
Company H 10/16/2002 Terminal T000 OVR

Use the **Comments** screen to set up comments about an item.

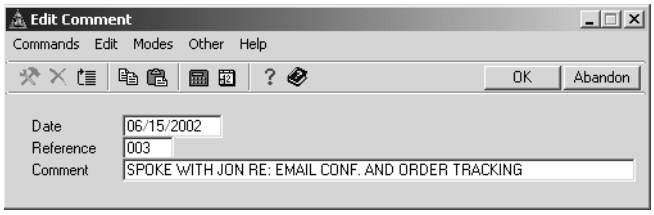
The ID, description, reference ID (ID of the terminal at which you are working), and the date of the most recent item comment you are working with appears. The comments are arranged by date—the most recent date first—then by reference ID.

Select a command:

- Press **R** to return to the **Ref ID** box to enter a new reference ID.
- Press **D** to return to the **End Date** box and enter a new end date by which to sort comments.
- Press **A** to add a new comment. The Append Comment screen appears.
- Press **Enter** to edit a selected comment. The Edit Comment screen appears.
- Press **N** to view comments for the next ID on record.
- Press **P** to view or edit comments for the previous ID on record.
- Press **G** to go to a specific comment. This command is available only when there is more than one screen of comments.

Adding or Editing Comments

The Append Comment screen appears when you add a new comment. The Edit Comments screen appears when you edit an existing comment. Other than the title, these screens are identical.



1. If you are working with a new comment, the system date appears; otherwise, the date entered for the comment you are editing appears. Accept this date, or enter a different date.
2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.

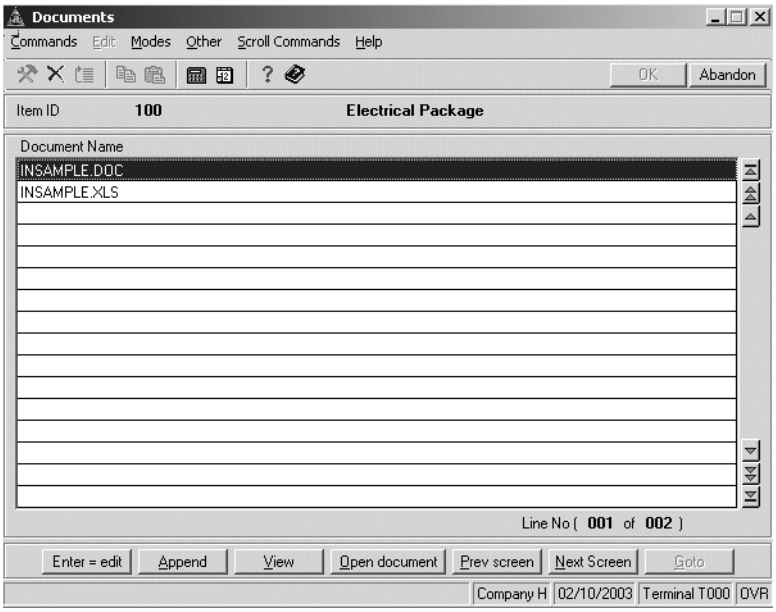
3. Enter or edit the comment, then press **Enter** to save the comment record.

   When you use the **Proceed** (**OK**) command to save your entries and exit from the Comments screen, the next screen you selected from the Items selection screen appears. If you did not select another screen, the Item selection screen appears.

Documents

If you elected to add or change documents attached to a record, the Documents screen appears. There are many types of documents you can attach, for example, warranty information, item pictures, catalogs, and so on.

Note: You must set up file types in Resource Manager before you can attach documents. See the *Resource Manager User's Manual* for more information.


Documents
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Item ID 100 Electrical Package
Document Name
INSAMPLE.DOC
INSAMPLE.XLS
Line No (001 of 002)
Enter = edit Append View Open document Prev screen Next Screen Goto
Company H 02/10/2003 Terminal T000 OVR

Select a command:

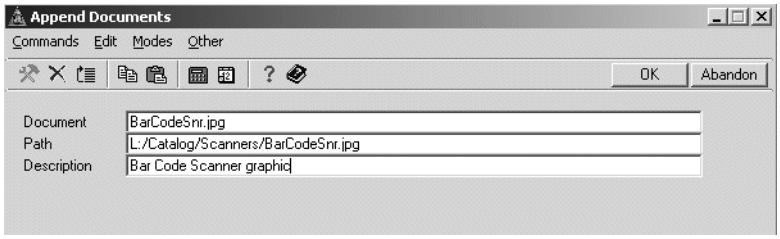
- To edit document information, move to the line you want to edit, and press **Enter**. The Edit Documents dialog box appears.
- Press **A** to attach a new document. The Append Document dialog box appears.
- Press **V** to view document information. The View Documents dialog box appears and lists the file name, directory path, and description of the attached document. Press any key to return to the Documents screen.
- Press **O** to open the attached document in the appropriate software application. You may need to edit information set up in the Resource Manager **File Types** function in order to associate files with your preferred applications.
- Press **P** to view the previous screen.
- Press **N** to view the next screen.
- Press **G** to move directly to a different document. Then enter the document name or exit to the Documents screen. (This command appears only if you have more than one screen of attached documents).
- Use the **Exit** (**F7**) command to return to the function screen from which you accessed the Documents command when you are finished viewing attached documents.

  When you use the **Proceed** (**OK**) command to save your entries and exit from the General Information screen, the next screen you selected from the Items selection screen appears. If you did not select another screen, the Item selection screen appears.

Attach a Document

To attach a document to a record, follow these steps:

1. Click **Append** or enter **A** to attach a document. The Append Documents dialog box appears.



2. Enter the document file name and extension, the full file path, and a description of the file you want to attach to the master file record.

3. Use the **Proceed (OK)** command to attach the file.

Edit Attached Document File Information

To edit file information about attached documents, select the document and then press **Enter**. Edit the file information in the Edit Documents dialog box, then use the **Proceed (OK)** command to save your changes.

To view the file information about attached documents, select the document and then select **View** (or press **V** in text mode). The View Documents dialog box appears. Press any key to exit.

To edit the document itself, select **Open document** (or press **O** in text mode) to launch the appropriate application and open the file.

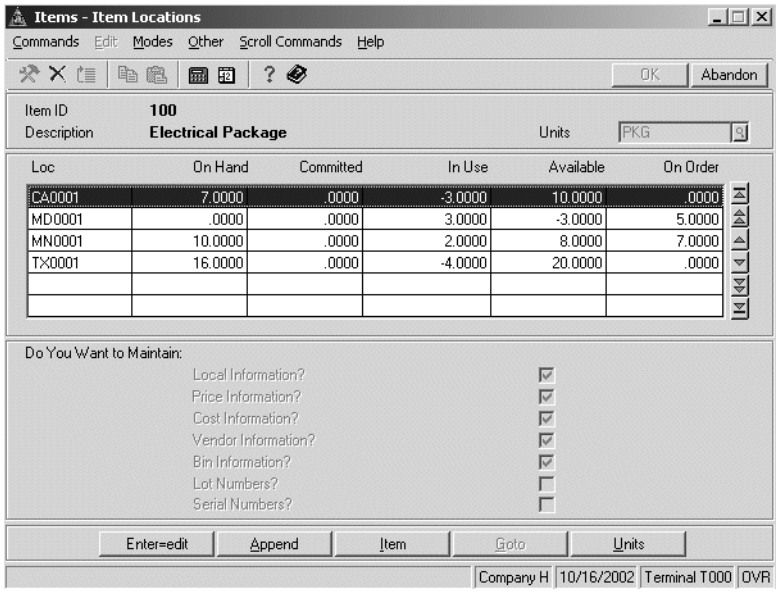
Note: If you have problems opening a document, press **Enter** to change the direction of the slashes used in the attachment's directory path. If the directory path contains backward slashes (****), change them to forward slashes (***/***) and vice versa.

Delete Attached Documents

To remove a document attachment, select the attached document you want to delete and press **F3**. When the confirmation message appears, press **Y** to delete the attachment or **N** to return to the Documents screen. Keep in mind that this procedure only removes the attachment from the master file record; it does not delete the file from its storage location.

When you use the **Proceed** (**OK**) command to save your entries and exit from the General Information screen, the next screen you selected from the Items selection screen appears. If you did not select another screen, the Item selection screen appears.

Item Locations


Items - Item Locations
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Item ID 100
Description Electrical Package
Units PKG
Loc On Hand Committed In Use Available On Order
CA0001 7.0000 .0000 -3.0000 10.0000 .0000
MD0001 .0000 .0000 3.0000 -3.0000 5.0000
MN0001 10.0000 .0000 2.0000 8.0000 7.0000
TX0001 16.0000 .0000 -4.0000 20.0000 .0000
Do You Want to Maintain:
Local Information?
Price Information?
Cost Information?
Vendor Information?
Bin Information?
Lot Numbers?
Serial Numbers?
Enter=edit Append Item Goto Units
Company H 10/16/2002 Terminal T000 OVR

Use the Item Locations selection screen to set up the locations where the item is stored.

You can get to the Item Locations selections screen from the **Items** function or from the **Item Locations** function. The field descriptions are in the **Item Locations** function.

Use the **Proceed** (**OK**) command to save your entries and return to the Item selection screen. Then enter another item ID or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

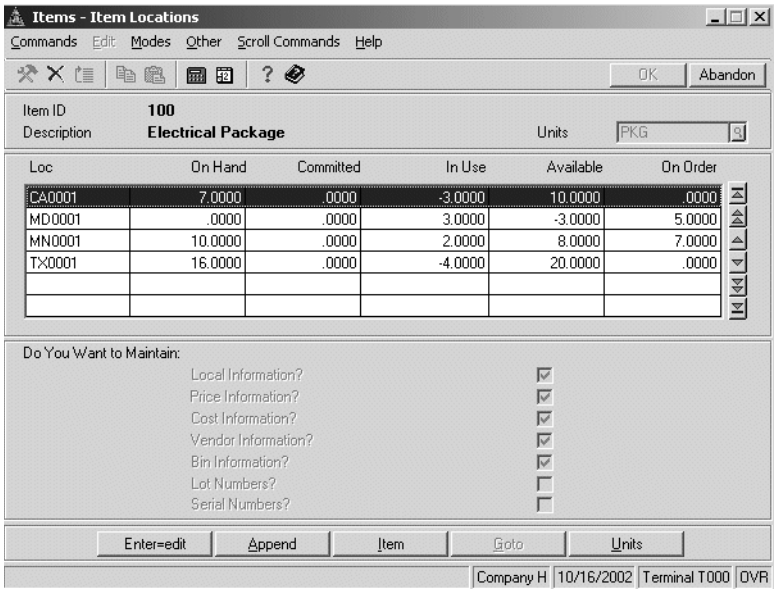
Item Locations

Use the **Item Locations** function to add and maintain the following item-specific information at the location level:

- General default information
- Price information
- Cost information
- Vendor information
- Bin information
- Lot numbers
- Serial numbers

To produce a list of the information entered on the Item Locations screen, use the **Item Locations List** function on the **Master File Lists** menu.

Select **Item Locations** from the **File Maintenance** menu. The Item Locations screen appears.


Items - Item Locations
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Item ID 100
Description Electrical Package
Units PKG
Loc On Hand Committed In Use Available On Order
CA0001 7.0000 .0000 -3.0000 10.0000 .0000
MD0001 .0000 .0000 3.0000 -3.0000 5.0000
MN0001 10.0000 .0000 2.0000 8.0000 7.0000
TX0001 16.0000 .0000 -4.0000 20.0000 .0000
Do You Want to Maintain:
Local Information?
Price Information?
Cost Information?
Vendor Information?
Bin Information?
Lot Numbers?
Serial Numbers?
Enter=edit Append Item Goto Units
Company H 10/16/2002 Terminal T000 OVR

Use the Item Locations selection screen to enter the item whose location information you want to add or change and to select the information that you want to add or change.

Inquiry

1. In the **Item ID** box, enter or select the ID of the item for which you want to add or change location information. The description of the item appears.

2. Accept the current unit of measure, or enter a different unit in the **Units** box. The unit is used for the quantity display in the location scroll region.

3. The location IDs for the item appear in the **Loc** column.

   If you delete a location record that contains inventory items, you can no longer access those item location records. If you accidentally delete a location that contains inventory items, reenter the location, using the same ID. You can then access the items again.

The following information appears:

- Number of units on hand at the location
- Number of units of the item that customers have on order or otherwise reserved
- Quantity being used
- Quantity available for sale (the on-hand quantity minus the in-use and committed quantities)
- Quantity that is on order from vendors appear

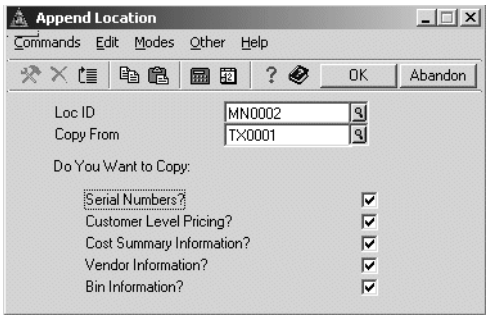
4. Select a command:

   - Press **A** to add a location to the list for this item. The Append Location dialog box appears.
   - Press **I** to go to the **Item ID** box and enter a different item ID.
   - Press **U** to go to the **Units** box and enter a different unit of measure.
   - Move the prompt to the location you want to edit and press **Enter**. The cursor goes to the **Do You Want to Maintain** section where you can select the screens you want to edit.

     Select the box (or enter **Y** in text mode) for each screen you want to work on; clear the box (or enter **N** in text mode) for each screen you do not want to work on. Then see the appropriate screens below.

     When you use the **Proceed** (**OK**) command, the first screen you selected on the Item Locations screen appears. If you did not select any screens, you are returned to the **Item ID** box on the Item Locations screen.
   - To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Append Location



Use the Append Location dialog box to copy information from an existing location record.

Inquiry

1. Enter the ID of the location record you want to add in the **Loc ID** box.

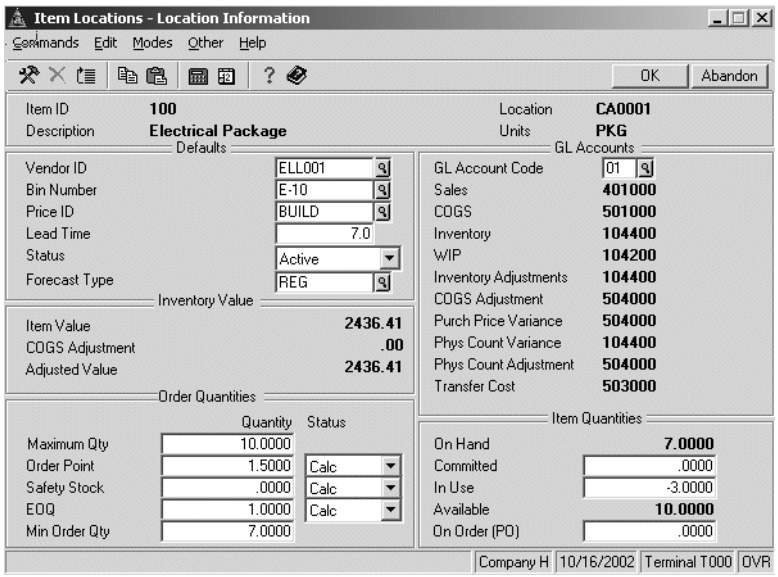
Inquiry

2. Enter the ID of the location record you want to copy in the **Copy From** box.

3. For each option, select the check box (or enter **Y** in text mode) to indicate that you want to copy the information from the location record, or clear the box (or enter **N** in text mode) to skip copying that information.

4. To save your entries and exit to the Item Locations screen, use the **Proceed** (**OK**) command. To exit to the Item Locations screen without saving your entries, use the **Exit** (**F7**) command.

Location Information



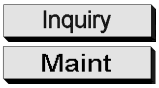
Use the Location Information screen to enter or change default information, inventory values, order quantities, GL accounts, and item quantity information.

Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with appears.
Location	The location you selected on the Item Locations screen appears.
Description	The description of the item appears.
Units	The unit of measure you are working with appears.
Inquiry **Vendor ID**	Enter or change the vendor from whom you usually purchase the item.

	Field Name	Description
Inquiry	**Bin Number**	Enter or change the bin number where the item is stored.
Inquiry Maint	**Price ID**	Enter or change the price ID for the item. The price ID can be used to calculate a price for the item using the **Price Structures** function.
	Lead Time	Enter or change the number of days it usually takes the vendor to ship the item to you.
	Status	Enter or change the status of the item at the location: • **A**ctive • **D**iscontinued • **S**uperseded • **O**bsolete
Inquiry Maint	**Forecast Type**	Enter the forecast type for the item.
	Item Value	The current value of the item (quantity x unit cost total) appears.
	COGS Adjustment	The total amount of COGS adjustments that have been calculated for the item appears.
	Adjusted Value	The value of the item after the COGS adjustments have been applied (current item value + COGS adjustment) appears.
	Maximum Qty	Enter or change the maximum quantity you want to have on hand at one time.
	Order Point Quantity	Enter or change the reorder point. When the number of units in stock reaches this point, the item is listed in the Safety Stock Alert Report.

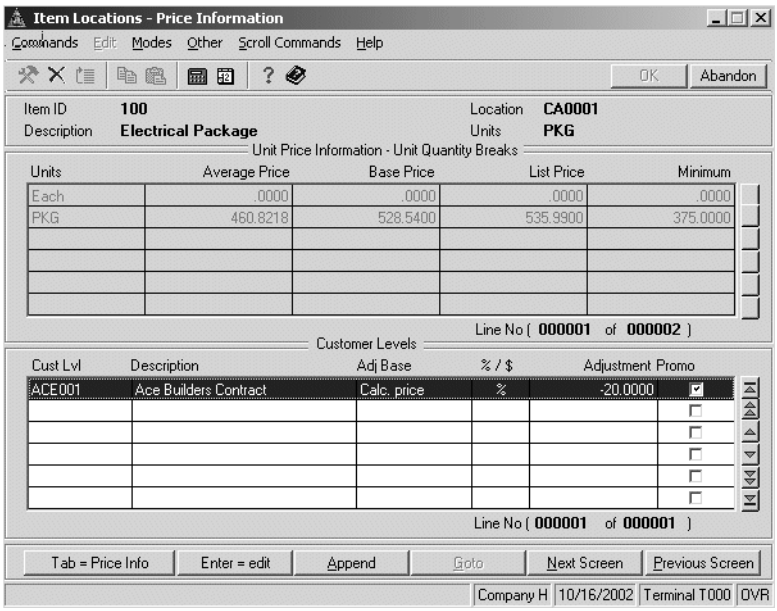
Field Name	Description
Order Point Status	If you changed the order point quantity, enter **M** (*manual*). If the system calculates the order point, the order point status is *calculated.* If you want to *freeze* the current order point quantity, enter **F.**
Safety Stock Quantity	Enter or change the quantity you want to have as a safeguard against the uncertainty of the order process.
Safety Stock Status	If you changed the amount of the safety stock, enter **M** (*manual*). If the system calculates the safety stock, the safety stock status is *calculated*. If you want to *freeze* the current order point quantity, enter **F.**
EOQ Quantity	Enter or change the most economic order quantity you usually order from the vendor.
EOQ Status	If you changed the EOQ amount, enter **M** (*manual*). If the system calculates EOQ, the EOQ status is *calculated*. If you want to *freeze* the current EOQ quantity, enter **F.**
Min Order Qty	Enter or change the minimum quantity you want to order.
GL Account Code	Enter or change the GL account code you want to use.
GL Accounts	The GL account numbers associated with the GL account code you entered appear.
On Hand	The quantity on hand at the location appears.



Field Name	Description
Committed	Enter or change the number of units of the item on order for customers or otherwise reserved. If Inventory interfaces with Sales Order, this field is updated when you enter orders or a new sales order using the **Inventory Transactions** function.
In Use	Enter or change the quantity that has been invoiced but not posted. When you sell an item through Accounts Receivable or Sales Order, the quantity that is sold is stored in this field until it is posted.
Available	The quantity available for sale (the on-hand quantity minus the in-use and committed quantities) appears.
On Order	Enter or change the quantity that is on order from the vendors.

When you use the **Proceed** (**OK**) command to save your entries, the next screen you selected from the Item Locations selection screen appears. If you did not select another screen, the Item Locations selection screen appears.

Price Information



Use the Price Information screen to define item-specific pricing for selected customer levels.

The ID of the item with which you are working, the location you specified on the Item Locations screen, the description of the item, and the default unit of measure appears.

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

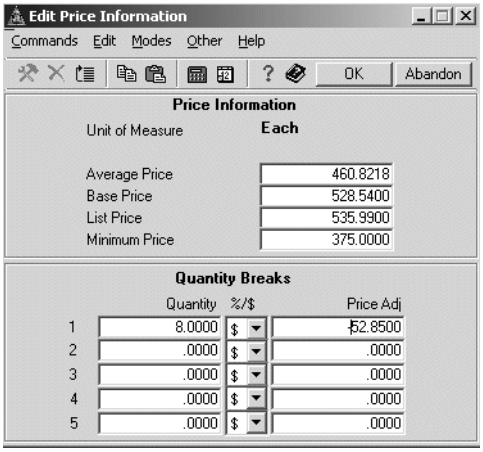
Unit Price Information - Unit Quantity Breaks

The average price, base price, list price, and minimum price for the item at the location appears.

Select a command:

- Press **Tab** to go to the **Customer Levels** section of the screen.
- Move the prompt to the line you want to edit and press **Enter**. The Edit Price Information screen appears.
- Press **N** to go to the next screen you selected or to return to the Item Locations selection screen if the Price Information screen is the last screen you selected.
- Press **P** to go to the previous screen or to return to the Item Locations selection screen if the Price Information screen is the first screen you selected.

Edit Price Information



Use the Edit Price Information dialog box to change pricing information for the unit specified and to view quantity breaks for the item.

The unit of measure for the item appears.

1. Enter or change the average selling price of the item in the **Average Price** box.

2. Enter or change the selling price of each unit in the **Base Price** box.

3. Enter or change the manufacturer's suggested retail price of the item in the **List Price** box.

4. Enter or change the minimum price the item will be sold at in the **Minimum Price** box.

5. Enter or change one to five quantities that a customer must purchase to get the discount price in the **Quantity Breaks** section.

6. In the **%/$** box enter **%** to use a percentage adjustment; enter **$** to use a dollar adjustment.

7. Enter the amount of the quantity adjustment in the **Price Adj** box.

8. To save your entries and exit to the Price Information screen, use the **Proceed** (**OK**) command. To exit to the Price Information screen without saving your entries, use the **Exit** (**F7**) command.

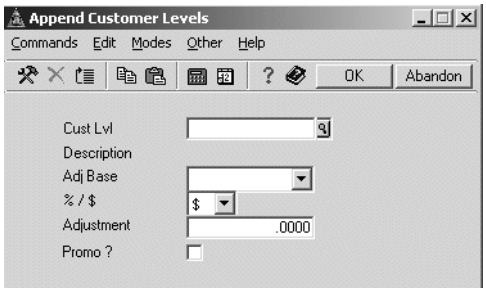
Customer Levels

The customer level and description associated with the location, the adjustment base, type, and amount for the customer level, and a flag indicating whether or not a promotional price is set up for and applied to the customer level appear in the customer levels section of the Price Information screen.

Select a command:

- Press **Tab** to go to the **Price Information** section of the screen.
- To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Customer Levels dialog box appears.
- Press **A** to add a customer level to the list. The Append Customer Levels dialog box appears.
- Press **N** to go to the next screen you selected or to return to the Item Locations screen if the Price Information screen is the last screen you selected.
- Press **P** to go to the previous screen or to return to the Item Locations screen if the Price Information screen is the first screen you selected.

Append/Edit Customer Levels



If you are editing a customer level, this dialog box is called the Edit Customer Levels dialog box. If you are adding a customer level, this dialog box is called the Append Customer Levels dialog box.

Use the Append/Edit Customer Levels dialog box to enter customer level information you want to associate with the location.

Inquiry

1. When adding a customer level, enter the customer level you want to associate with the location in the **Cust Lvl** box.

   The description of the customer level appears.

2. Enter or change the adjustment base for the customer level:

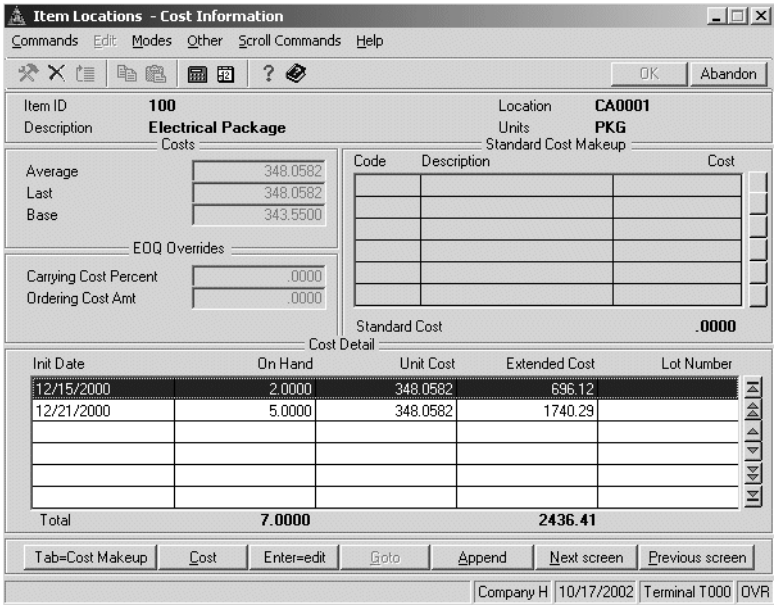
   - **N –** no base: fixed dollar amount
   - **S –** standard cost: cost of the item determine by the component costs
   - **B –** base cost: fixed cost
   - **A –** average price: weighted average of selling prices
   - **P –** price: selling (base) price
   - **L –** list price: published price
   - **M –** minimum price: lowest selling price
   - **C –** calculated price: price at the time the price break is calculated

3. If you want to use a percentage adjustment, enter **%**; if you want to use a dollar adjustment, enter **$** in the **%/$** box.

4. Enter or change the amount of the adjustment in the **Adjustment** box. Negative amounts are subtracted from the base and positive amounts are added to it.

5. If a promotional price is set up and should be applied to the customer level, select the **Promo?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

Cost Information



Use the Cost Information screen to define item-specific costs, EOQ overrides, standard cost makeup, and cost detail.

The ID and the description of the item you are working with, the location you selected on the Item Locations screen, and the unit of measure you are working with appear.

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Costs and EOQ Overrides

1. Press **C** to go to the **Costs** section of the screen.

2. In the **Average** box, enter or change the weighted average cost of the item, regardless of the costing method you are using.

3. In the **Last** box, enter or change the last price paid for each unit, regardless of the costing method you are using.

   If Accounts Payable/Purchase Order interface with Inventory, this field is updated.

4. Enter or change the cost of the unit in the **Base** box.

5. If you entered a carrying cost percent using the **Locations** function, it appears in the **Carrying Cost Percent** box.

   Enter the amount by which you want to override the carrying cost. When you override the carrying cost, you allow for an increase or a decrease to the item's carrying cost as a result of abnormal conditions.

6. If you entered an ordering cost using the **Locations** function, it appears in the **Ordering Cost Amt** box.

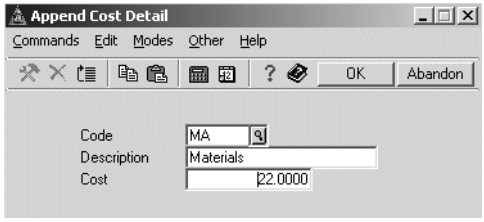
   Enter the amount by which you want to override the ordering cost. When you override the ordering cost, you allow for an increase or a decrease to the item's ordering cost as a result of abnormal conditions.

7. Tab out of the **Ordering Cost Amt** box to go to the Cost Detail section of the screen.

Standard Cost Makeup Section

1. Press **Tab** to go the **Standard Cost Makeup** section of the screen.
2. Select a command:
   - Press **Tab** to go to the **Cost Detail** section of the screen.
   - Press **C** to go to the **Costs** section of the screen.
   - To edit, move the prompt to the standard cost bucket you want to edit and press **Enter**. The Edit Cost Detail dialog box appears.
   - Press **A** to add a standard cost makeup code and the associated cost. The Append Cost Detail dialog box appears.
   - Press **N** to go to the next screen you selected or to return to the Item Locations selection screen if the Cost Information screen is the last screen you selected.
   - Press **P** to go to the previous screen or to return to the Item Locations selection screen if the Cost Information screen is the first screen you selected.

Append/Edit Cost Detail (Standard Cost Makeup)



If you are editing cost details, this dialog box is called the Edit Cost Detail dialog box. If you are adding cost details, this dialog box is called the Append Cost Detail dialog box.

Use the Append/Edit Cost Detail dialog box to enter cost detail information.

Inquiry
Maint

1. If you are using the standard costing valuation method, enter or select the standard cost codes in the **Code** box.

2. The description of the standard cost code appears. Edit it, if necessary.

3. Enter or change the amount of the cost bucket in the **Cost** box.

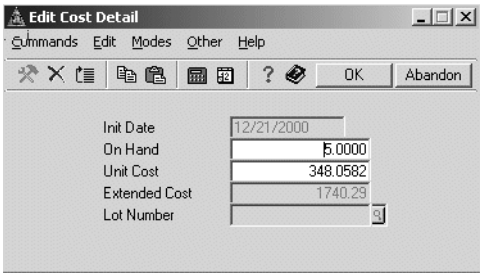
   The standard cost total (total of the costs entered) appears on the Cost Information screen in the **Standard Cost Makeup** section.

4. Use the **Proceed** (**OK**) command to save your changes and return to the Cost Information screen.

Cost Detail Section

1. Press **Tab** to go to the **Cost Detail** section of the screen.
2. Select a command:
   - Press **Tab** to go the **Standard Cost Makeup** section of the screen.
   - Press **C** to go to the **Costs** section of the screen.
   - To edit, move the prompt to the cost detail you want to edit and press **Enter**. The Edit Cost Detail dialog box appears.
   - Press **A** to add a cost detail line. The Append Cost Detail dialog box appears.
   - Press **N** to go to the next screen you selected or to return to the Item Locations selection screen if the Cost Information screen is the last screen you selected.
   - Press **P** to go to the previous screen or to return to the Item Locations selection screen if the Cost Information screen is the last screen you selected.

Append/Edit Cost Detail (Cost Detail)



If you are editing cost details, this dialog box is called the Edit Cost Detail dialog box. If you are adding cost details, this dialog box is called the Append Cost Detail dialog box.

Use the Append/Edit Cost Detail dialog box to enter cost detail information.

1. When you add a cost detail, enter the first time the order was purchased in the **Init Date** box.

   Note: The cost detail information is not available for serialized items. The quantities are updated on the Serial Numbers screen when items are purchased or sold.

2. Enter or change the quantity of items in stock at the location in the **On Hand** box.

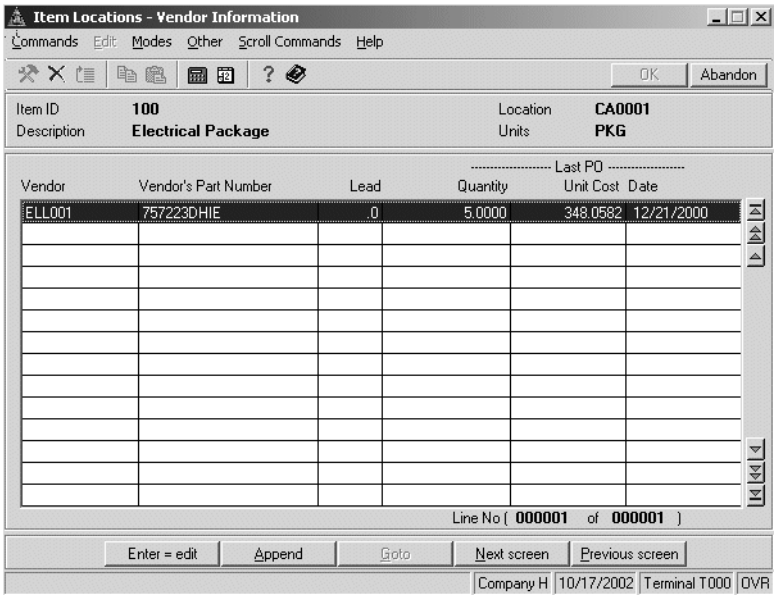
   If you elected to edit quantities in the Resource Manager **Options and Interfaces** function, you can edit the quantity on hand.

3. Enter the unit cost of the item in the **Unit Cost** box.

   The extended cost of the unit and the lot number (if lots are used) appear.

   On the Cost Information screen in the **Cost Detail** section, the total on-hand quantity of the unit and the total of all the cost buckets appear.

Vendor Information


Item Locations - Vendor Information
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Item ID 100
Description Electrical Package
Location CA0001
Units PKG
Last PO
Vendor Vendor's Part Number Lead Quantity Unit Cost Date
ELL001 757223DHIE 0 5.0000 348.0582 12/21/2000
Line No (000001 of 000001)
Enter = edit Append Goto Next screen Previous screen
Company H 10/17/2002 Terminal T000 OVR

Use the Vendor Information screen to set up vendors for the item.

The ID and the description of the item you are working with, the location you selected on the Item Locations screen, and the current unit of measure appear in the upper portion of the screen.

The vendors available for the item and the number the vendor uses to identify the item appear. The Vendor's Part Number prints on the orders produced in Purchase Order if you use additional descriptions in Purchase Order.

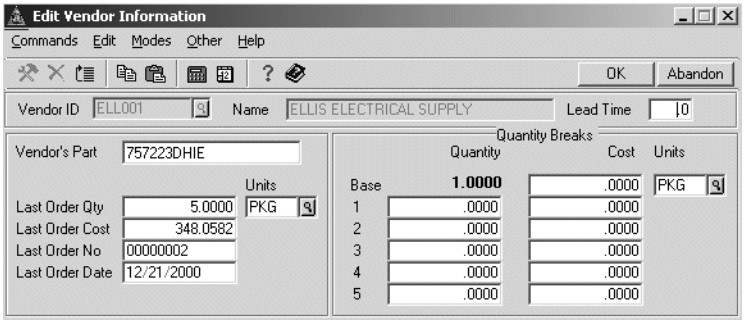
The number of days it usually takes the vendor to ship the item to you, the quantity and unit last ordered from the vendor appears, as does the last order cost from the vendor. The date the last purchase was made from the vendor also appears.

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Select a command:

- To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Vendor Information screen appears.
- Press **A** to add a vendor to the item. The Append Vendor Information screen appears.
- Press **N** to go to the next screen you selected or to return to the Item Locations selection screen if the Vendor Information screen is the last screen you selected.
- Press **P** to go to the previous screen or to return to the Item Locations selection screen if the Vendor Information screen is the first screen you selected.

Append/Edit Vendor Information



If you are editing vendor information, this dialog box is called the Edit Vendor Information dialog box. If you are adding vendor information, this dialog box is called the Append Information dialog box.

Use the Append/Edit Vendor Information dialog box to add or update quantity price break information and to add or change vendor purchase order information.

1. If you are editing a vendor record, the vendor ID you selected to edit appears. If you are adding a vendor record, enter the vendor's ID in the **Vendor ID** box.

2. If you are editing a vendor record, the name appears. If you are adding a vendor record, enter the vendor's name in the **Name** text box.

3. In the **Lead Time** text box, enter or change the number of days it usually takes the vendor to ship the item to you.

4. Enter or change the number the vendor uses to identify the item in the **Vendor's Part** text box. This information is printed on the orders produced in Purchase Order.

5. Enter or change the last quantity ordered from the vendor in the **Last Order Qty** box.

Inquiry

6. Enter or change the number of units you last ordered from the vendor in the **Units** box.

7. Enter or change the cost of the last order in the **Last Order Cost** text box.

8. Enter or change the order number of the last purchase made from the vendor in the **Last Order No** text box.

9. Enter or change the date the last order was placed with the vendor in the **Last Order Date** text box.

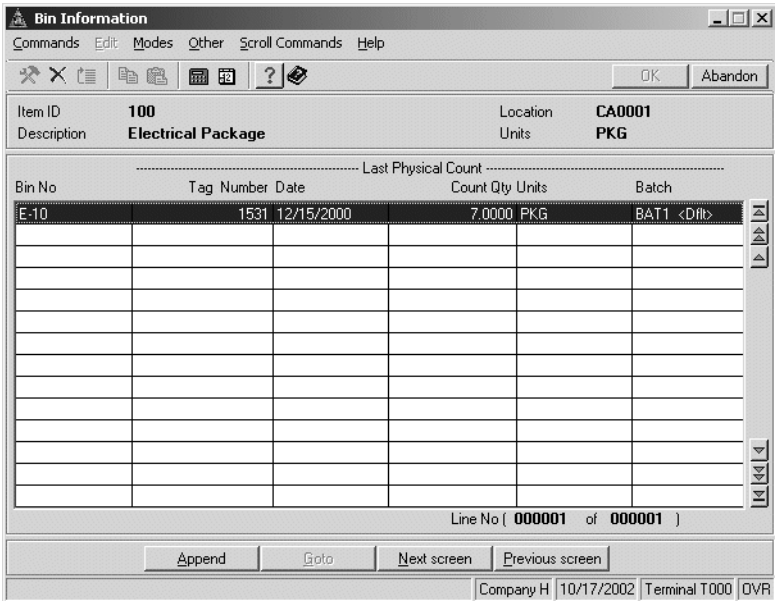
10. In the **Quantity Breaks** section of the dialog box, enter or change the quantity you must purchase before receiving the cost adjustment from the vendor.

11. Enter or change the vendor's unit cost for the quantity adjustment in the **Cost** text box.

    The default unit of measure appears.

12. To save your entries and exit to the Vendor Information screen, use the **Proceed** (**OK**) command. To exit to the Vendor Information screen without saving your entries, use the **Exit** (**F7**) command.

Bin Information


Bin Information
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Item ID 100
Description Electrical Package
Location CA0001
Units PKG
Last Physical Count
Bin No Tag Number Date Count Qty Units Batch
E-10 1531 12/15/2000 7.0000 PKG BAT1 <Dflt>
Line No (000001 of 000001)
Append Goto Next screen Previous screen
Company H 10/17/2002 Terminal T000 OVR

Use the Bin Information screen to enter bin locations for the item.

The ID and the description of the item you are working with, the location you selected on the Item Locations screen, and the current unit of measure appear in the upper portion of the screen.

The following information appears:

- The bin number where the item is stored.
- A tag number, if a tag number was assigned to the bin during the last physical count.
- The last date a physical count was taken.
- The quantity counted during the last physical count.

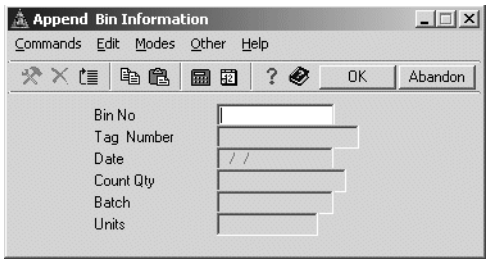
- The unit of measure on which the last physical count was based.
- The batch ID used in the last physical count.

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Select a command:

- Press **A** to add a bin number to the item. The Append Bin Information dialog box appears.
- Press **N** to go to the next screen you selected or to return to the Item Locations screen if the Bin Information screen is the last screen you selected.
- Press **P** to go to the previous screen or to return to the Item Locations screen if the Bin Information screen is the first screen you selected.

Append Bin Information

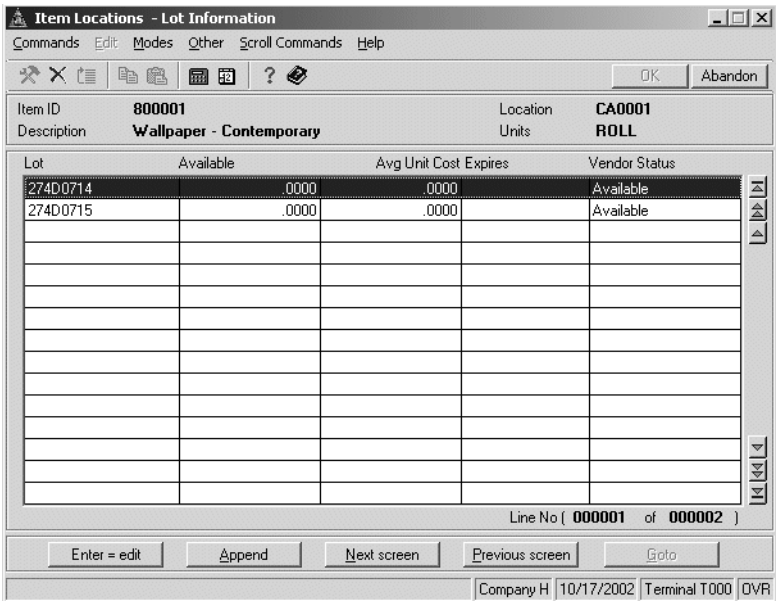


Use the Append Bin Information dialog box to add bin information.

Enter the bin number where this item is stored in the **Bin No** text box.

Use the **Proceed** (**OK**) command to save your changes and return to the Bin Information screen.

Lot Information


Item Locations - Lot Information
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Item ID 800001
Description Wallpaper - Contemporary
Location CA0001
Units ROLL
Lot Available Avg Unit Cost Expires Vendor Status
274D0714 .0000 .0000 Available
274D0715 .0000 .0000 Available
Line No (000001 of 000002)
Enter = edit Append Next screen Previous screen Goto
Company H 10/17/2002 Terminal T000 OVR

Use the Lot Information screen to define lots for the item.

The ID and the description of the item you are working with, the location you selected on the Item Locations screen, and the current unit of measure appear in the upper portion of the screen.

The following information appears:

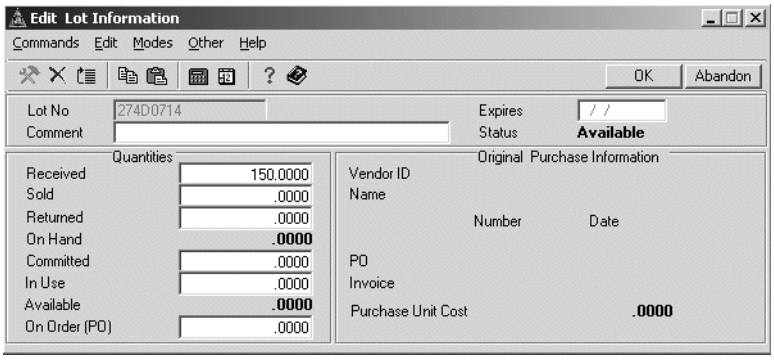
- The lot numbers of the item.
- The quantity available.
- The average unit cost of the lot.
- The expiration date of the lot.
- The vendor of the lot.

- The status of the lot: **A**vailable, **S**old, or **E**xpired.

Select a command:

- To edit, move the prompt to the line you want edit and press **Enter**. The Edit Lot Information dialog box appears.
- Press **A** to add a lot to the item. The Append Lot Information dialog box appears.
- Press **N** to go to the next screen you selected or to return to the Item Locations selection screen if the Lot Information screen is the last screen you selected.
- Press **P** to go to the previous screen or to return to the Item Locations selection screen if the Lot Information screen is the first screen you selected.
- To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Append/Edit Lot Information



If you are editing lot information, this dialog box is called the Edit Lot Information dialog box. If you are adding lot information, this dialog box is called the Append Lot Information dialog box.

Use the Append/Edit Lot Information dialog box to add or change quantity and purchase information for the lot.

1. Enter or change the number of the lot in the **Lot No** box.

2. Enter or change the expiration date of the lot in the **Expires** box.

3. Enter a comment or additional information about the lot in the **Comment** box.

   The **Status** of the lot appears: **A** – Available, **S** – Sold, or **E** – Expired.

4. In the **Received** text box, enter or change the received quantity in the lot before any was sold or returned.

5. Enter or change the quantity sold in the lot in the **Sold** text box.

6. Enter or change the quantity returned in the lot in the **Returned** text box.

   The quantity on hand in the lot appears.

7. Enter or change the number of units in the lot that is reserved in the **Committed** text box.

8. In the **In Use** text box, enter or change the quantity that has been invoiced but not posted in the lot.

   The quantity available for sale in the lot (the on-hand quantity minus the in-use and committed quantities) appears.

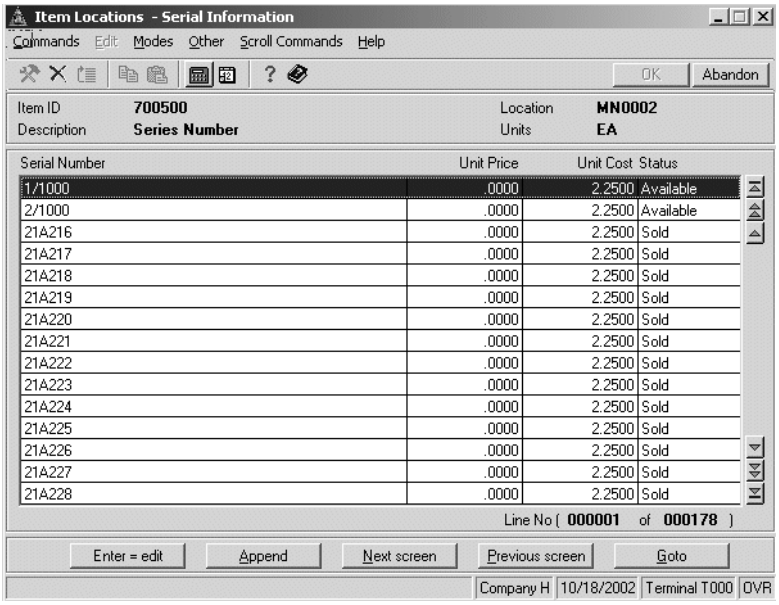
9. Enter or change the amount on order in the **On Order (PO)** text box.

   The following information appears in the **Original Purchase Information** section of the dialog box:

   - ID of the vendor the lot was purchased from.
   - Name of the vendor the lot was purchased from.
   - Purchase order number.
   - Date the purchase order was made.
   - Invoice number.
   - Date of the invoice.
   - Unit cost of the purchase.

10. To save your entries and exit to the Lot Information screen, use the **Proceed** (**OK**) command. To exit to the Lot Information screen without saving your entries, use the **Exit** (**F7**) command.

Serial Numbers



Use the Serial Numbers screen to define serial numbers for the item.

The ID and the description of the item you are working with, the location you selected on the Item Locations screen, and the current unit of measure appear in the upper portion of the screen.

The following information appears:

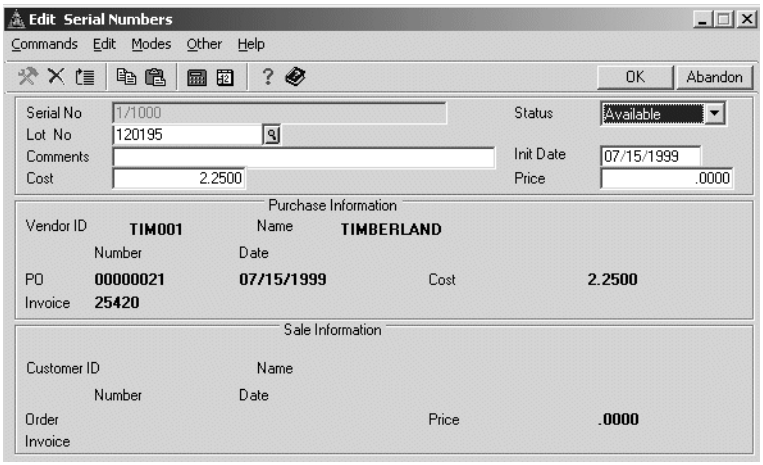
- Serial numbers for the item
- Unit price of the item
- Unit cost of the item

- The status of the lot: **A**vailable (new and available for sale), **I**n use (item has been sold, but the invoice has not been posted), **S**old (the item has been sold, and the invoice has been posted), **L**ost (the serialized item was lost when a physical count was taken).

Select a command:

- To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Serial Numbers dialog box appears.
- Press **A** to add a serial number to the item. The Append Serial Numbers dialog box appears.
- Press **N** to go to the next screen you selected or to return to the Item Locations selection screen if the Serial Numbers screen is the last screen you selected.
- Press **P** to go to the previous screen or to return to the Item Locations selection screen if the Serial Numbers screen is the first screen you selected.
- To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Append/Edit Serial Numbers



If you are editing serial numbers, this dialog box is called the Edit Serial Numbers dialog box. If you are adding serial numbers, this dialog box is called the Append Serial Numbers dialog box.

Use the Append/Edit Serial Numbers dialog box to add or update quantity and purchase information for the serial number.

1. If you are adding a serial number, enter the serial number for the unit in the **Serial No** text box.

Inquiry

2. Enter or change the lot number for the unit in the **Lot No** box. This box only appears if the serial number is lotted.

3. Enter information you want to note about the item in the **Comments** text box.

4. Enter or change the cost for the unit in the **Cost** text box.

5. Enter or change the status of the serialized item: **A**vailable (new and available for sale), **I**n use (item has been sold, but the invoice has not been posted), **S**old (the item has been sold, and the invoice has been posted), **L**ost (the serialized item was lost when a physical count was taken).

   The following information appears in the lower section of the dialog box:

Field Name	Description
Init Date	The date you received the serialized item from the vendor appears.
Price	The price of the serialized item appears.
Vendor ID	The ID of the vendor you purchased the item from appears.
Name	The name of the vendor you purchased the item from appears.
PO Number	The purchase order number you used to purchase the item appears.
PO Date	The date of the requisition or purchase order appears.
Invoice Number	The vendor's invoice number for the item appears.
Invoice Date	The date of the vendor's invoice appears.
Cost	The unit cost of the item appears.
Customer ID	The ID of the customer who last purchased the item appears.
Name	The name of the customer who last purchased the item appears.
Order Number	The last order number appears.
Order Date	The date the last customer placed the order appears.
Invoice Number	The last invoice number for the item appears.

Field Name	Description
Invoice Date	The last invoice date appears.
Price	The unit selling price of the item appears.

6. To save your entries and exit to the Serial Numbers screen, use the **Proceed** (**OK**) command. To exit to the Serial Numbers screen without saving your entries, use the **Exit** (**F7**) command.

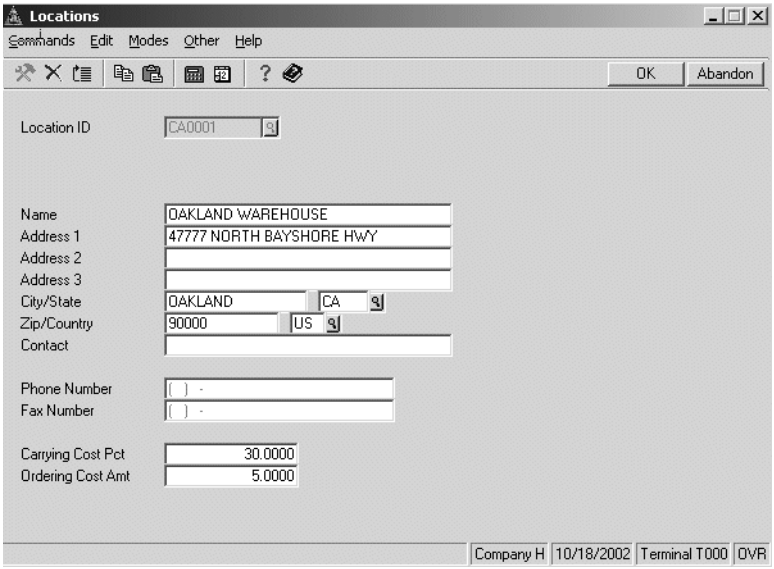
Locations

Use the **Locations** function on the **File Maintenance** menu to set up and maintain the locations where you stock inventory.

To produce a list of the information entered using the **Locations** function, use the **Item Locations List** function on the **Master File Lists** menu.

Use the Locations screen to set up and maintain such information about a location as the address, contact person, and phone and fax numbers. You can also assign a carrying cost percentage and an ordering cost amount.

Select **Locations** from the **File Maintenance** menu. The Locations screen appears.



Inquiry

1. Enter or change the location ID.

Inquiry

2. The **Copy From** box appears if you entered a new location. Enter the ID of the location whose information you want to copy.

3. Enter or change the name or description of the location in the **Name** text box.

4. Enter or change the address of the location.

Inquiry

5. Enter or change the city and state of the location. The **Inquiry** (**F2**) command is available in the **State** box.

Inquiry

6. Enter or change the location's zip code and the country. The **Inquiry** (**F2**) command is available in the **Country** field.

7. Enter or change the name of the contact person at the location in the **Contact** text box.

8. Enter or change the phone number of the location in the **Phone Number** text box.

9. Enter or change the fax number of the location in the **Fax Number** text box.

10. The carrying cost, expressed as a percentage of the total value of your inventory, is used in the EOQ calculation in the reorder process.

    Enter or change your costs to stock items at the location in the **Carrying Cost Pct** text box.

    Note: If you need to override the carrying cost percentage for an item, use the Location Information screen in the **Item Locations** function.

11. The ordering cost includes the total shipping costs, labor, and stocking, and it is used in the EOQ calculation in the reorder process.

    Enter your cost to place orders at the location in the **Ordering Cost Amt** text box.

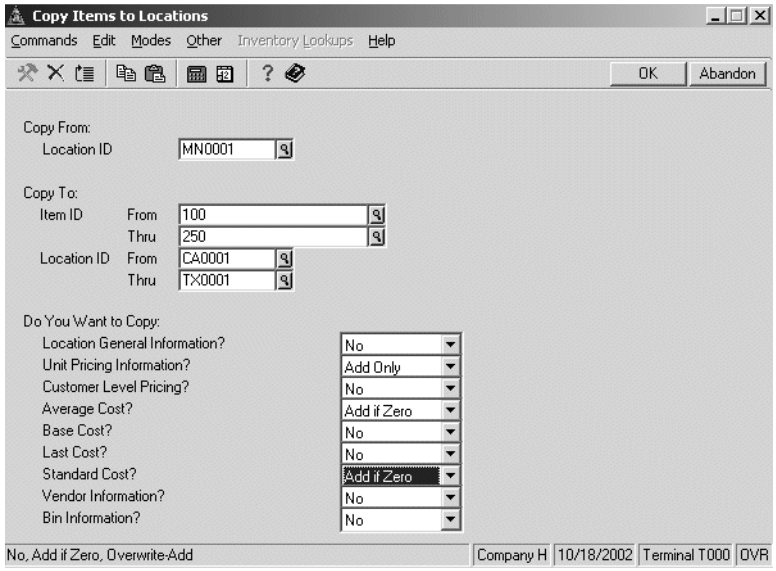
Note: If you need to override the ordering cost for an item, use the Location Information screen in the Item Locations function.

12. To save your entries, use the **Proceed** (**OK**) command. Then enter another location ID or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Copy Item to Location

Use the **Copy Item to Location** function on the **File Maintenance** menu to copy an item from one location to another.

Select **Copy Item to Location** from the **File Maintenance** menu. The Copy Item to Location screen appears.



Inquiry

1. Enter the ID of the location from which you want to copy items in the **Copy From: Location ID** box.

Inquiry

2. Enter or select the item ID you want to copy to the new location in the **Item ID** box. If you are copying a range of items, select the first item and enter it in the **From** box. Enter the last item in the **Thru** box.

Inquiry

3. Enter or select the new location ID you want to copy to in the **Location ID** box. If you are copying to a range of locations, select the first location and enter it in the **From** box. Enter the last location and enter it in the **Thru** box.

4. In the **Location General Information** box, select **No** to not copy the information. Select **Add Only** to copy only new information to the new location. Select **Overwrite** to overwrite any copied information to the new location.

5. In the **Unit Pricing Information** box, select **No** to not copy the information. Select **Add Only** to copy only new information to the new location. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

6. In the **Customer Level Pricing** box, select **No** to not copy the information. Select **Add Only** to copy only new customer information to the new location. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

7. In the **Average Cost** box, select **No** to not copy the information. Select **Add if Zero** to add the information to the new location if the quantity at the new location is zero. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

8. In the **Base Cost** box, select **No** to not copy the information. Select **Add if Zero** to add the information to the new location if the quantity at the new location is zero. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

9. In the **Last Cost** box, select **No** to not copy the information. Select **Add if Zero** to add the information to the new location if the quantity at the new location is zero. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

10. In the **Standard Cost** box, select **No** to not copy the information. Select **Add if Zero** to add the information to the new location if the quantity at the new location is zero. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

11. In the **Vendor Information** box, select **No** to not copy the information. Select **Add if Zero** to add the information to the new location if the quantity at the new location is zero. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

12. In the **Bin Information** box, select **No** to not copy the information. Select **Add if Zero** to add the information to the new location if the quantity at the new location is zero. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

Price Structures

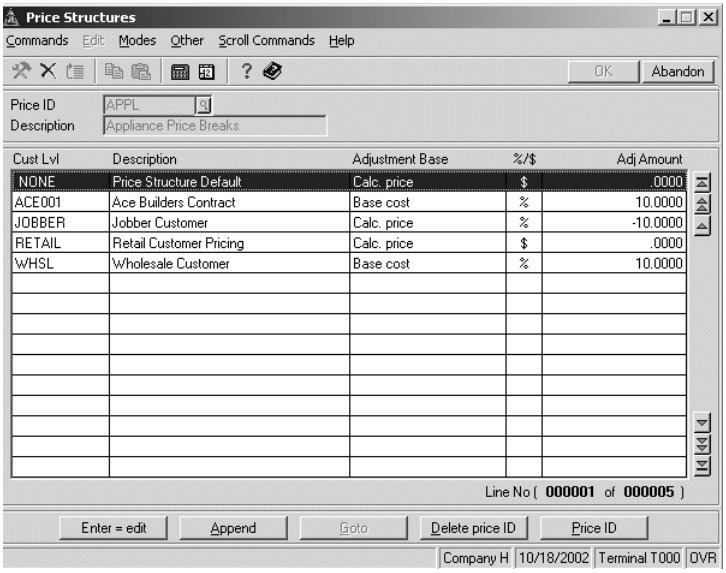
Use the **Price Structures** function on the **File Maintenance** menu to set up and maintain price IDs for your customers.

Price IDs are assigned to items in the **Items** function, and they are used when you enter invoices or orders in Accounts Receivable/Sales Order. If you use Inventory as a standalone system, you can enter price IDs in the **Inventory Transactions** function.

To produce a list of the information entered in the **Price Structures** function, use the **Price Structure List** function on the **Master File Lists** menu.

To produce a price list for items and customer levels, use the **Price Report** on the **Reports** menu.

Select **Price Structures** from the **File Maintenance** menu. The Price Structures screen appears.


Price Structures
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Price ID APPL
Description Appliance Price Breaks
Cust Lvl Description Adjustment Base %/$ Adj Amount
NONE Price Structure Default Calc. price $ .0000
ACE001 Ace Builders Contract Base cost % 10.0000
JOBBER Jobber Customer Calc. price % -10.0000
RETAIL Retail Customer Pricing Calc. price $ .0000
WHSL Wholesale Customer Base cost % 10.0000
Line No (000001 of 000005)
Enter = edit
Append
Goto
Delete price ID
Price ID
Company H
10/18/2002
Terminal T000
OVR

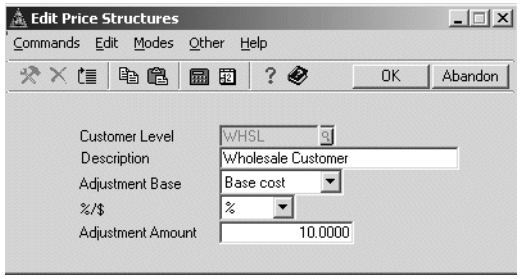
Inquiry

1. Enter or change the price ID with which you want to work in the **Price ID** box.

Inquiry

2. The **Copy From** box appears if you entered a new price ID. Enter the price ID you want to copy.
3. Enter or change the description of the price ID.
4. Select a command:
   - To edit, move the prompt to the customer level you want to edit and press **Enter**. The Edit Price Structures dialog box appears.
   - Press **A** to add a customer level. The Append Price Structures dialog box appears.
   - Press **G** to go to a specific customer level (this command is available only if there is more than one page of information).
   - Press **D** to delete an entire price ID and all the customer levels.
   - Press **P** to enter a price ID.
5. To save your entries, use the **Proceed** (**OK**) command. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Append/Edit Price Structures



If you are editing price structures, this dialog box is called the Edit Price Structures dialog box. If you are adding price structures, this dialog box is called the Append Price Structures dialog box.

Use the Append/Edit Price Structures dialog box to add or update adjustment base and amount information.

Inquiry
Maint

1. Enter or change the customer level in the **Cust Lvl** box, if you are adding a price structure.

2. The description of the customer level appears. Edit it, if necessary.

3. Enter the adjustment base for the promotional pricing in the **Adjustment Base** box:

   - **N**o base: fixed dollar amount
   - **S**tandard cost: cost of the item determined by the cost of the components
   - **B**ase cost: fixed cost
   - **A**verage price: weighted average of selling prices
   - **P**rice: selling (base) price
   - **L**ist price: published price

- **M**inimum price: lowest selling price
- **C**alculated price: price at the time the price break is calculated

4. In the **%/$** box, enter **%** to use a percentage adjustment; enter **$** to use a dollar adjustment.

5. Enter the amount of the adjustment in the **Adj Amount** text box. For negative quantities use the minus symbol; enter positive quantities without a plus sign.

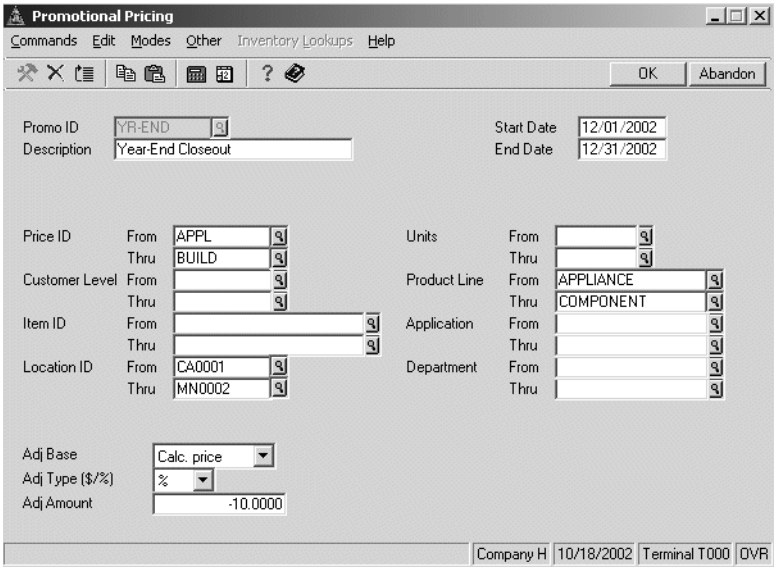
Promotional Pricing

Use the **Promotional Pricing** function on the **File Maintenance** menu to select the criteria for the promotional pricing and to enter the adjusted base, adjusted amount, and adjustment type.

If you set up more than one promotional pricing adjustment for the same item, the pricing adjustment that is closest to the current start date is the default.

To produce a list of the information entered in the **Promotional Pricing** function, use the **Promotional Pricing List** function on the **Master File Lists** menu.

Select **Promotional Pricing** from the **File Maintenance** menu. The Promotional Pricing screen appears.



Inquiry

1. Enter the ID of the promotion you are setting up in the **Promo ID** box.

2. The **Copy From** box appears if you entered a new promotional ID. Enter the ID of the promotion you want to copy.

3. Enter a description of the promotion, and the date the promotional pricing starts and ends.

4. Enter the range of price IDs, customer levels, item IDs, locations IDs, units, product lines, and user-defined fields you want in the promotional pricing, or leave the boxes blank to include all.

5. Enter the adjustment base for the promotional pricing:

   - **N**o base: fixed dollar amount
   - **S**tandard cost: cost of the item determined by the cost of the components
   - **B**ase cost: fixed cost
   - **A**verage price: weighted average of selling prices
   - **P**rice: selling (base) price
   - **L**ist price: published price
   - **M**inimum price: lowest selling price
   - **C**alculated price: price at the time the price break is calculated

6. In the **Adj Type** box, enter **%** to use a percentage adjustment; enter **$** to use a dollar adjustment.

7. Enter the amount of the adjustment in the **Adj Amount**. For negative quantities, use the minus symbol; enter positive quantities without a plus sign.

8. To save your entries, use the **Proceed** (**OK**) command. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

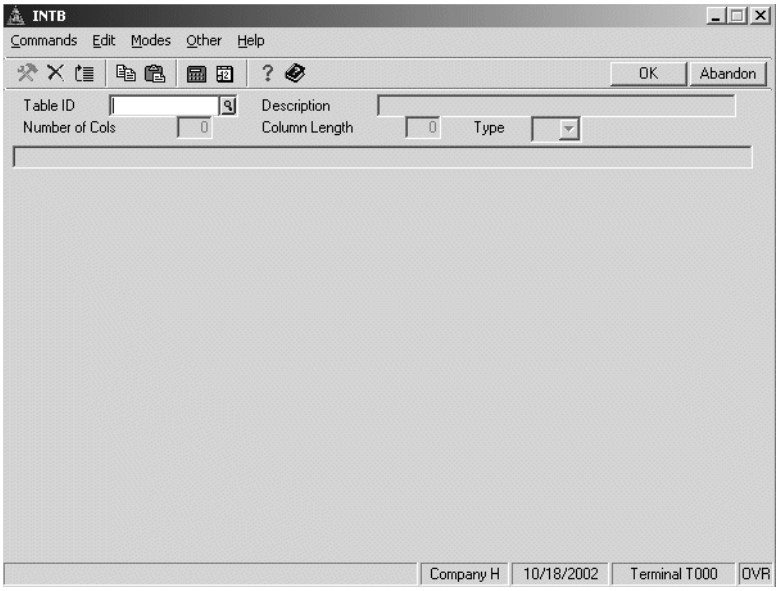
Tables

Use the **Tables** function on the **File Maintenance** menu to set up and maintain the **INPDxxx**, **INUDSxxx**, and **INUSRxxx** tables.

Tables store information about the system, data, options, and default settings for other applications.

To produce a list of the information entered for each table, use the **Tables List** function on the **Master File Lists** menu.

Select **Tables** from the **File Maintenance** menu. The Tables screen appears.



Inquiry

1. Enter or change the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID.

Inquiry

2. The **Copy From** box appears if you entered a new table ID. To copy a company-specific or a terminal-specific table, enter the table ID plus the company and terminal ID.

3. Enter or change the description of the table.

   The number and length of columns in the table appear.

   The type of characters you can enter in the table appears—alphanumeric (**A**), numeric with two decimal places (**N**), numeric with three decimal places (**3**), or numeric with four decimal places (**4**). Although you can change the type, you cannot enter any other type of character than the table originally specified.

4. Use the **Proceed** (**OK**) command to save your entries. Then enter another table ID or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

INPDxxx Table

The **INPDxxx** table holds three fields that are used to define the fiscal year. The first field is unused, the second is the fiscal year, and the third is the number of periods per year.

Enter the table ID **INPDxxx** (*xxx* is the company ID).

INUDSxxx Table

The **INUDSxxx** table holds three fields that are used to define the user-defined field sorts. This table is accessed through the **User-Defined Field Sorts** function on the **Code Maintenance** menu.

Enter the table ID **INUDSxxx** (*xxx* is the company ID).

INUSRxxx Table

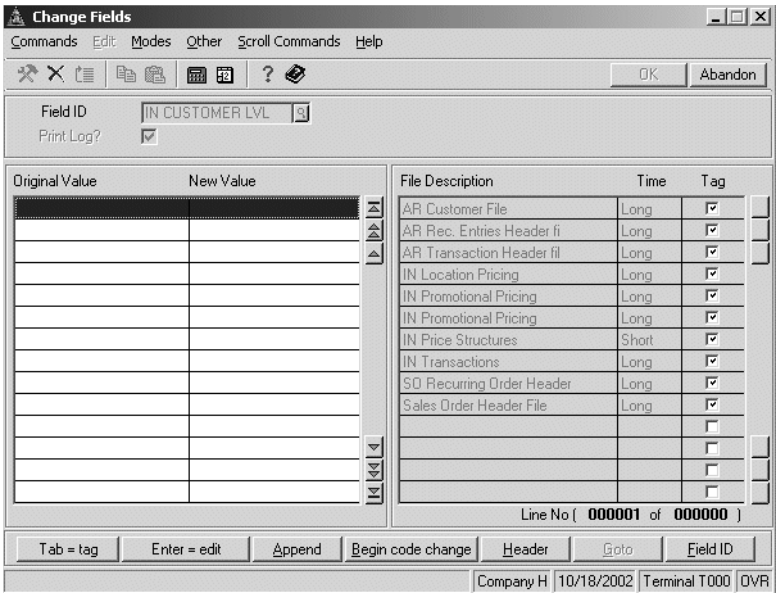
The **INUSRxxx** table holds two fields that are used to define the user-defined field prompts. This table is accessed through the **User-Defined Fields** function on the **Code Maintenance** menu.

Enter the table ID **INUSRxxx** (*xxx* is the company ID).

Change Fields

Use the **Change Fields** function on the **File Maintenance** menu to change any code used from one value to another. The **Change Fields** function can change codes within this application, as well as in other applications. To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 12-74.

When you select **Change Fields** from the **File Maintenance** menu, the Change Fields screen appears:



The screen contains three sections. The top, or **Header**, section, which includes the **Field ID** and **Print Log?** fields, is where you select the code or ID to change, and whether you want to produce the printed log.

The lower left, or **Values**, section is where you build a list of the values you want to change by specifying the old value and the new value.

The lower right, or **Files**, section contains a list of the files that are changed in the applications you installed on your system.

Header

Inquiry

1. Enter the **Field ID** you want to change. You can change only Accounts Payable fields from the **Accounts Payable** menu. To change IDs and codes from other applications, run the **Change Fields** function in the respective application.

2. Select the **Print Log?** check box to print a list of the files that are changed.

3. After you enter the **Field ID** and indicate your preference for printing the log, use the **Proceed** (**OK**) command to begin entering field values to change.

Values

4. To edit or add original/new values in this section, select a line and press **Enter** to edit the current line. The Edit Original/New Values dialog box appears. Press **A** to append another value to the list. The Add Original/New Values dialog box appears.

5. Enter the current field value you want to change in the **Original Value** box.

6. Enter the new value that you want to use for this field in the **New Value** box.

7. Select a command.

    - Press **Tab** to switch to the **File Description** section to specify which files change during processing.

    - Press **Enter** to edit the current line.

    - Press **A** to append another value to the list.

    - Press **B** to begin the change field process.

- Press **H** to return to the header section to change the selection you made for printing the log.
- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

8. Continue entering old values and new values until you have specified all of the values you want to change in the **Values** section.

Files

The files that contain the **Field ID** you selected appear in the **File Description** section. You should change IDs in all of the files as a general rule. Exclude files from the change process only when your reseller or support representative instructs you to so.

9. The **Time** field gives you an idea of the relative time it takes to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.

10. The **Tag** field denotes whether the file is affected by the copy process. Tag the file to change fields in the file.

11. Select a command:

- Press **Tab** to switch to the **Values** section of the screen.
- Press **Enter** to toggle a file as included or excluded from the copy process.
- Press **A** to tag all of the files.
- Press **N** to untag all of the files.

- Press **B** to begin the change field process.
- Press **H** to return to the header section to change the selection you made for printing the log.
- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

12. When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log prints if you elected to produce it.

13. Enter a new **Field ID** to change, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Change Fields Log

```
12/31/2002                                          Builders Supply                                    Page    1
6:12 PM                                             Change Code Log

File Name    Records Read  Records Converted  Original Total Record  New Total Records
-------------------------------------------------------------------------------------------------------------------

ARCUH                   2                  1                     13                 13
ARCCH                   1                  0                     17                 17
ARCRH                   0                  0                      0                  0
ARHIH                 568                166                    569                569
ARHSH                 124                123                    549                549
ARINH                   9                  8                     64                 64
ARPYH                   4                  0                      8                  8
ARREH                   3                  1                      3                  3
ARRHH                   3                  1                      3                  3
ARSAH                   1                  0                      6                  6
ARTDH                   0                  0                      0                  0
ARTHH                   0                  0                      0                  0
INAIH                   6                  4                    189                193
INHIH       Improper field length for Record Test; KNUM=0, Record=ENTRY
INHIH                 457                120                   1010               1010
INLHH       Improper field length for Record Test; KNUM=0, Record=ENTRY
INLHH                   0                  0                    406                406
INSHH       Improper field length for Record Test; KNUM=0, Record=ENTRY
INSHH                  27                  0                    573                573
JOBSH                  25                  0                     25                 25
JOHIH                   1                  0                    189                189
JOHIH                   0                  0                    189                189
SORHH                   6                  1                      6                  6
SORLH                  21                  4                     21                 21
SOTDH                  20                  1                     20                 20
SOTHH                   8                  1                      8                  8

Field ID       AR CUSTOMER ID
Original Value                    New Value
ACE001                            ABC001
```

Code Maintenance 13

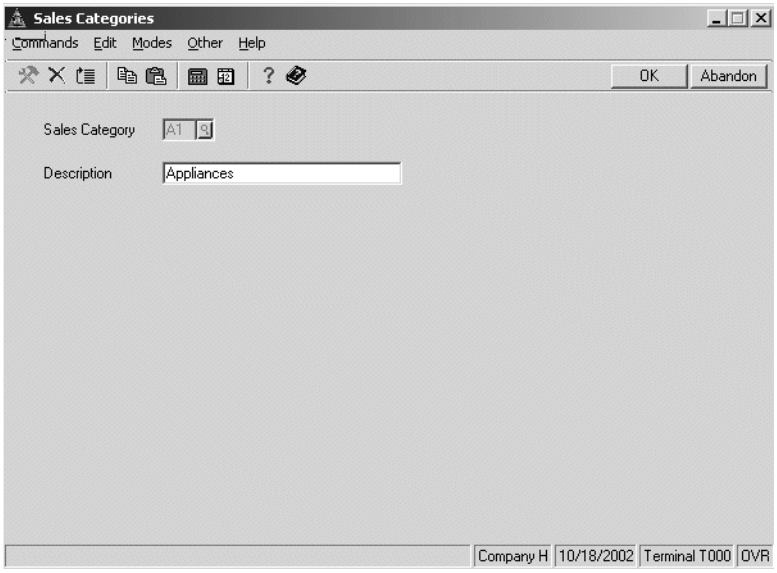
Sales Categories	13-3
Customer Levels	13-5
Product Lines	13-7
Account Codes	13-9
Forecast Types	13-13
Standard Cost Makeup Codes	13-15
Hazardous Material Codes	13-17
User-Defined Fields	13-19
User-Defined Field Sorts	13-21

Sales Categories

Use the **Sales Categories** function on the **Code Maintenance** menu to set up and maintain sales categories. Sales categories codes are used to sort historical information from Accounts Receivable and Sales Order.

To produce a list of the information entered in the **Sales Categories** function, use the **Sales Categories List** function on the **Master Code Lists** menu.

Select **Sales Categories** from on the **Code Maintenance** menu. The **Sales Categories** screen appears.



Inquiry

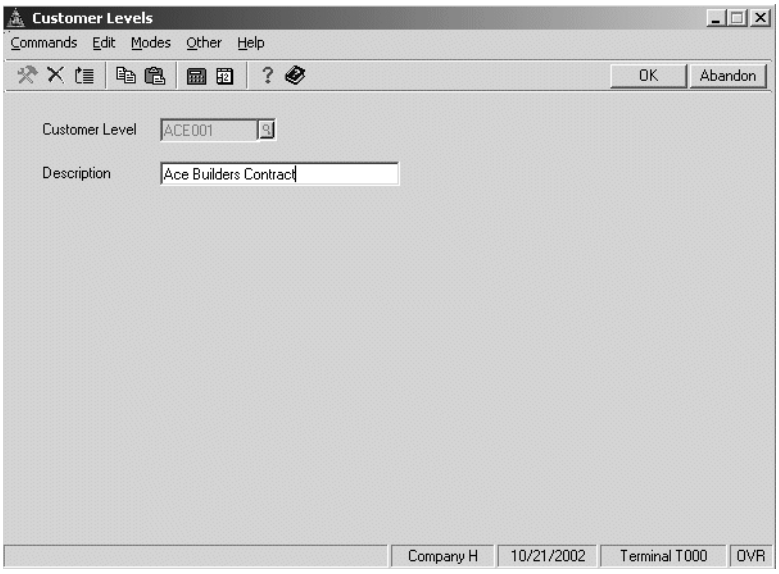
1. Enter the sales category whose information you want to add or change.
2. Enter a description of the sales category.
3. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

Customer Levels

Use the **Customer Levels** function on the **Code Maintenance** menu to categorize your customers. This information is used in Accounts Receivable, the **Price Structures** function, and the **Promotional Pricing** function.

To produce a list of the information entered in the **Customer Levels** function, use the **Customer Levels List** function on the **Master Code Lists** menu.

Select **Customer Levels** from the **Code Maintenance** menu. The Customer Levels screen appears.



Inquiry

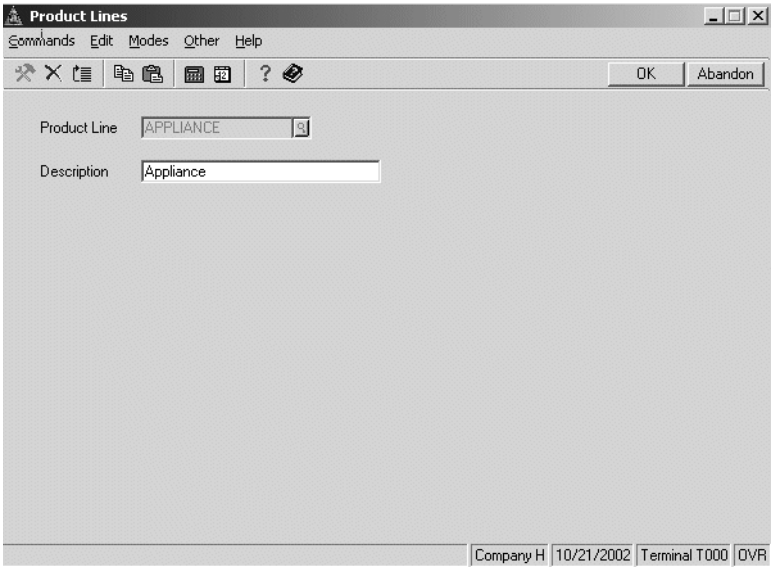
1. Enter the customer level whose information you want to add or change.
2. Enter a description of the customer level.
3. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

Product Lines

Use the Product Lines function on the Code Maintenance menu to categorize your inventory items into groups. Product lines are used to organize items in reports and to make group price changes.

To produce a list of the information entered in the Product Lines function, use the Product Lines List function on the Master Code Lists menu.

Select **Product Lines** from the **Code Maintenance** menu. The Product Lines screen appears.



Inquiry

1. Enter the product line whose information you want to add or change.

2. Enter a description of the product line.

3. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

Account Codes

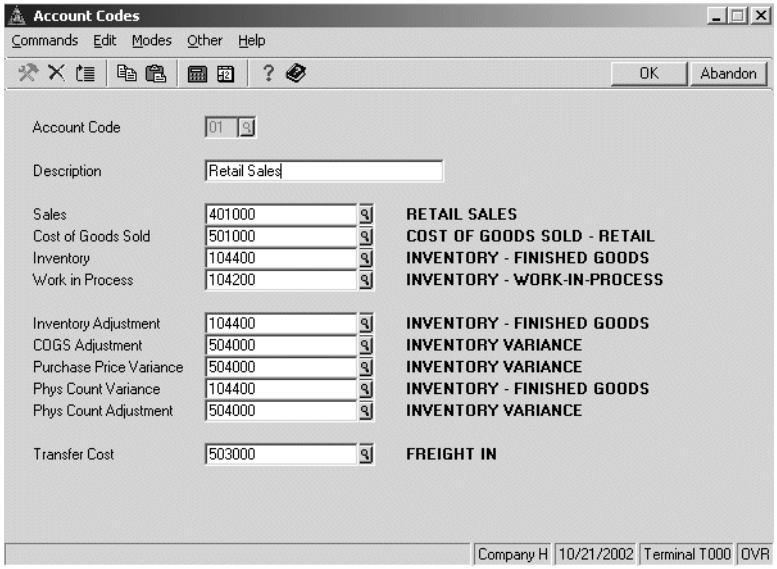
Use the **Account Codes** function on the **Code Maintenance** menu to assign general ledger codes to the following accounts:

- Sales
- Cost of goods sold
- Inventory
- Work in process
- Inventory adjustment
- COGS adjustment
- Purchase price variance
- Physical count variance
- Physical count adjustment
- Transfer cost

Account codes are used when you post sales, purchases, transfers, adjustments, and physical counts to General Ledger.

To produce a list of the information entered in the **Account Codes** function, use the **Account Codes List** function on the **Master Code Lists** menu.

Select **Account Codes** from the **Code Maintenance** menu. The Account Codes screen appears.



Inquiry

1. Enter the account code whose information you want to add or change.

2. The **Copy From** box appears if you entered a new account code. Enter the account code whose information you want to copy.

3. Enter or change the description of the account code.

Inquiry
Maint

4. Enter or change the sales account to use when posting income. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry
Maint

5. Enter or change the cost-of-goods-sold account to use when posting costs. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry
Maint

6. Enter or change the inventory account to use when posting changes to inventory value. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry
Maint

7. Enter or change the work-in-process account to use when posting jobs that are in process. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry
Maint

8. Enter or change the inventory adjustment account to use when posting adjustments made to inventory. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry
Maint

9. Enter or change the COGS adjustment account to use when posting adjustments made to inventory. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry
Maint

10. Enter or change the purchase price variance account to use when posting differences between the standard cost and the actual cost. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry
Maint

11. Enter or change the physical count variance account to use when posting physical count differences. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry
Maint

12. Enter or change the physical count adjustment account to use when posting physical count differences. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry
Maint

13. Enter or change the transfer cost account to use when posting transfer costs. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory is interfaced to General Ledger.

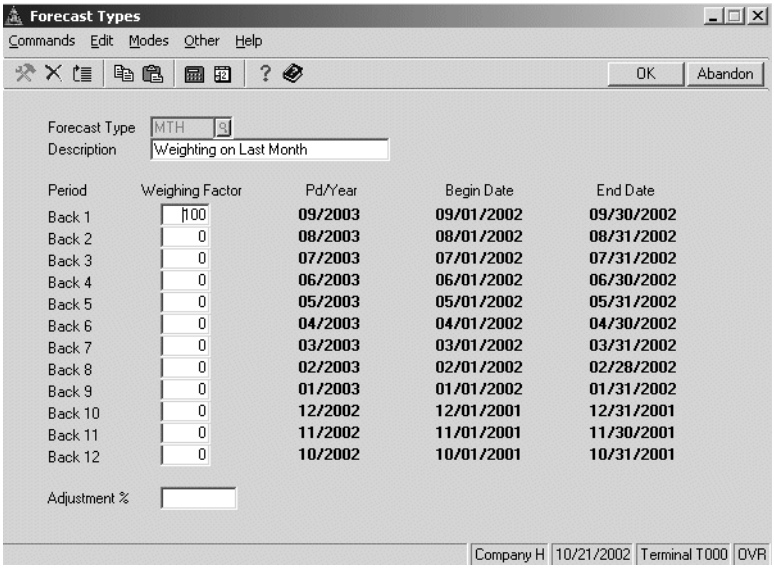
14. To save your entries, use **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

Forecast Types

Use the **Forecast Types** function on the **Code Maintenance** menu to predict seasonal or current trends for your inventory items when calculating reorder quantities.

To produce a list of the information entered in the **Forecast Types** function, use the **Forecast Types List** function on the **Master Code Lists** menu.

Select **Forecast Types** from the **Code Maintenance** menu. The Forecast Types screen appears.



Inquiry

1. Enter the forecast type whose information you want to add or change.

2. The **Copy From** box appears if you entered a new forecast type. Enter the forecast type whose information you want to copy.

3. Enter or change the description of the forecast type.

The periods specified in the **Period Setup** function in Resource Manager appear.

4. Enter or change the weight factor for each period. The amounts you enter must total 100 percent.

   The current period and year (according to how you set up your system), and the first day and last day of the period appear.

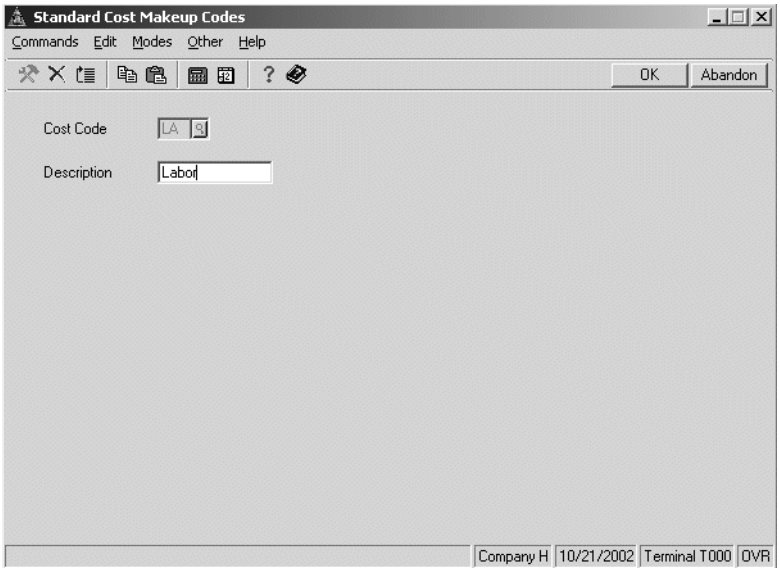
5. Enter or change the **Adjustment %** of increase or decrease you expect due to business growth or shrinkage.

6. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

Standard Cost Makeup Codes

Use the **Standard Cost Makeup Codes** function on the **Code Maintenance** menu to define the cost components used in determining the standard cost of an item. The information entered here is used on the Cost Information screen in the **Item Locations** function. To produce a list of the information entered using the **Standard Cost Makeup Codes** function, use the **Cost Makeup Codes List** function on the **Master Code Lists** menu.

Select **Standard Cost Makeup Codes** from the **Code Maintenance** menu. The Standard Cost Makeup Codes screen appears.



Inquiry

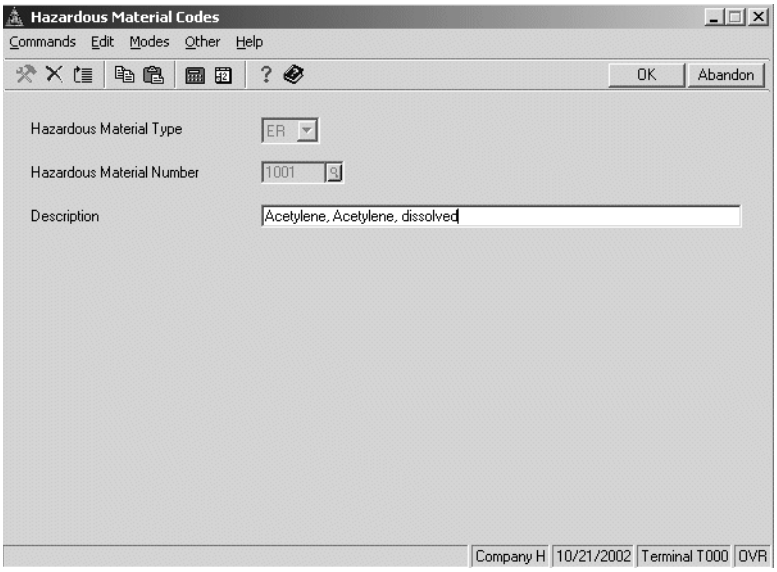
1. Enter the cost code whose information you want to add or change.
2. Enter or change the description of the cost code.
3. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

Hazardous Material Codes

Use the **Hazardous Material Codes** function on the **Code Maintenance** menu to define the material codes you use when shipping inventory items. The hazardous material codes prescribed by the US Department of Transportation are included in with the Inventory application. Use this function to change the codes or add new codes as needed. The information entered here is used on the General Information screen in the **Items** function.

To produce a list of the information entered using the **Hazardous Material Codes** function, use the **Hazardous Material Codes List** function on the **Master Code Lists** menu.

Select **Hazardous Material Codes** from the **Code Maintenance** menu. The Hazardous Material Codes screen appears.



1. Enter a type code to identify the source of the material number: You can enter **UN**, **NA**, or **ER** (for ERG numbers).

Inquiry

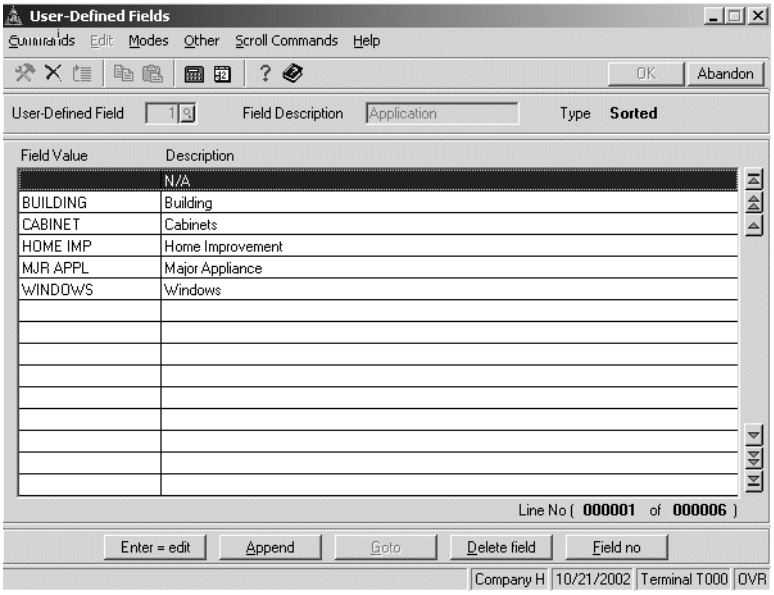
2. Enter the number used to identify this particular material.
3. Enter or change the description of the material.
4. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

User-Defined Fields

Use the **User-Defined Fields** function on the **Code Maintenance** menu to set up and maintain user-defined fields, which identify particular information about items that can be selected for most reports.

To produce a list of the information entered using the **User-Defined Fields** function, use the **User-Defined Fields List** function on the **Master Code Lists** menu.

Select **User-Defined Fields** from the **Code Maintenance** menu. The User-Defined Fields screen appears.



Inquiry

1. Enter a number between **1** and **16** for each user-defined field.

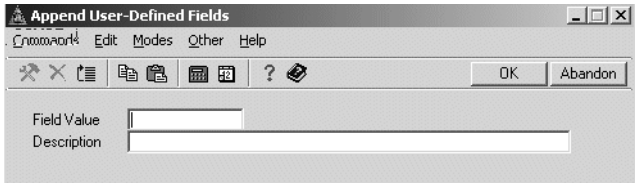
2. Enter or change the description of the field that you want to appear whenever you are prompted for user-defined fields.

3. The type of user-defined field, sorted or unsorted, appears. User-defined fields 1 and 2 are sorted; user-defined fields 3 to 16 are unsorted.

4. Select a command:

   - Move the prompt to the field name and description you want to edit and press **Enter**.
   - Press **A** to add a field name and a description. You can have a total of 16 user-defined fields.
   - Press **D** to delete a field name and description.
   - Press **F** to enter a new user-defined field number.

Append/Edit User-Defined Fields



The Append User-Defined Fields dialog box appears when you add user-defined value information. The Edit User-Defined Fields dialog box appears when you edit user-defined value information. Other than the title, these dialog boxes are identical.

1. Enter or change the field values for the user-defined field with which you are working.

2. Enter or change the description of the field value.

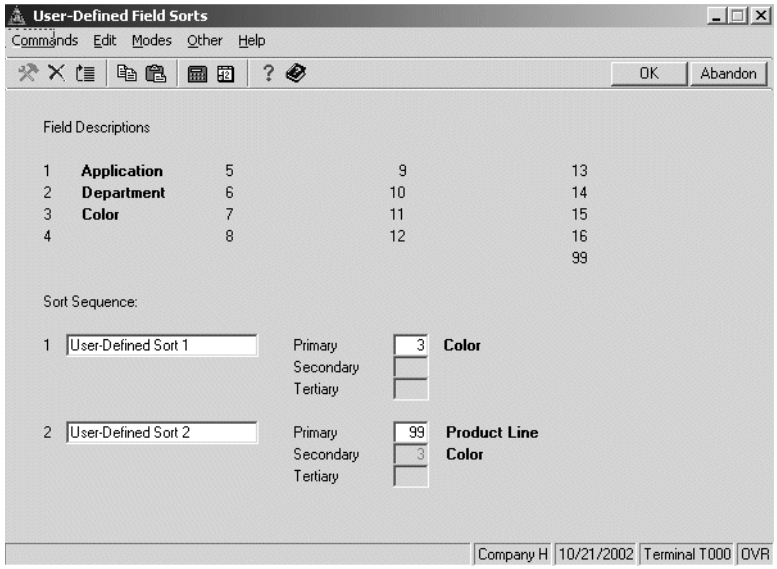
3. To save your entries, use the **Proceed** (**OK**) command. To exit to the Code Maintenance menu, use the **Exit** (**F7**) command.

User-Defined Field Sorts

Use the **User-Defined Field Sorts** function on the **Code Maintenance** menu to identify additional sorts to use in selected reports and to group items together for analysis purposes.

If you change the original sort sequence you set up, back up your data files. The **INVExxx** (Items) and **INKYxxx** (Alternate Keys) files must be rewritten during this process. To produce a list of the information entered in the **User-Defined Field Sorts** function, use the **User-Defined Field Sorts List** function on the **Master Code Lists** menu.

Select **User-Defined Field Sorts** from the **Code Maintenance** menu. The User-Defined Field Sorts screen appears.



The user-defined fields you set up using the **User-Defined Fields** function appear.

1. Enter or change the name for each sort sequence. The name you enter appears in selected reports.

   For each sort sequence, you can choose among 16 user-defined fields and product lines, but each user-defined field can be used only once in a sort sequence.

2. In the **Primary** text box, enter the number of the user-defined field that you want to appear first in the sort sequence.

3. In the **Secondary** text box, enter the number of the user-defined field that you want to appear second in the sort sequence.

4. In the **Tertiary** text box, enter the number of the user-defined field that you want to appear third in the sort sequence.

5. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

Master File Lists 14

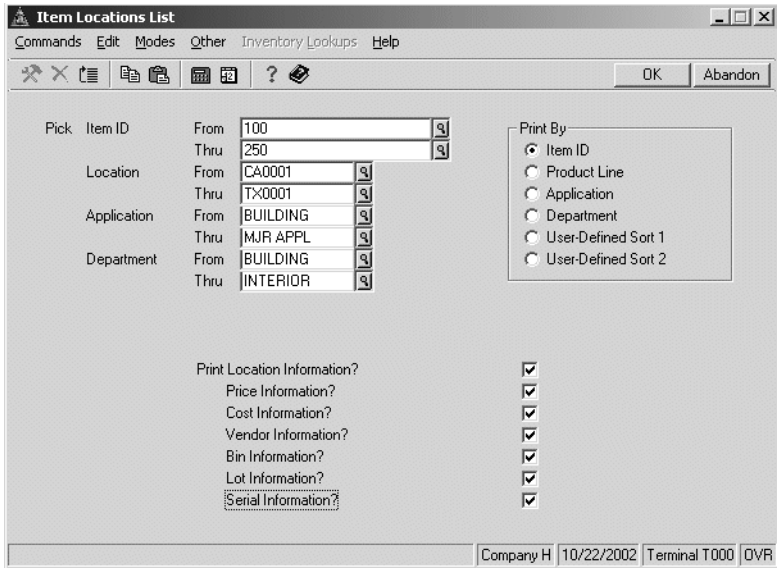
Printing a Master File List	14-3
Item Detail List	14-5
Item Summary List	14-7
Item Locations List	14-9
Location Detail List	14-11
Price Structure List	14-13
Promotional Pricing List	14-15
Tables List	14-17

Printing a Master File List

All master file lists are produced in the same way. Use the instructions below to print a master file list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master File Lists** menu. The selection screen for that list appears. The Item Locations List screen is shown below as an example.



Inquiry

2. Select the range of values to print on the report in the list boxes.

   Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry** (**F2**) command is usually available with these list boxes.

3. If the screen contains selection options (as in the **Print By** box in the example), select the option to use when printing the list. You can select only one option.

4. If the screen contains check boxes or Yes/No options (as in the lower portion of the example screen), select the check box (or press **Y** in text mode) to print that type of information in the list. Clear the check box (or press **N** in text mode) if you do not want to print that type of information in the list.

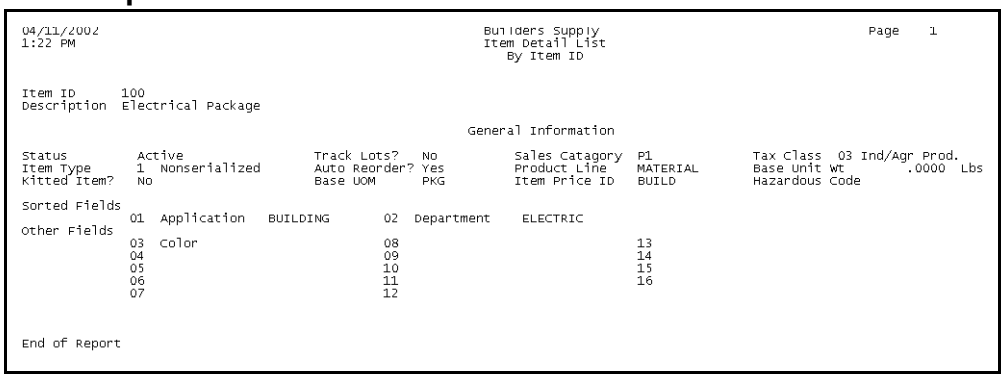
5. Select the output device. See “Output the Report” on page 1-60 for more information. After the list is produced, the **Master File Lists** menu appears.

Item Detail List

The **Item Detail List** contains information about your inventory items: general information, alternate items, units of measure, and location summary information.

Use the Item Detail List screen to select the items, product lines, and user-defined fields that you want to include in the list. See “Printing a Master File List” on page 14-3 for information on producing a master file list.

List Example



```
04/11/2002                                    Builders Supply                                    Page    1
1:22 PM                                       Item Detail List
                                                 By Item ID


Item ID      100
Description  Electrical Package

                                              General Information

Status         Active                Track Lots?   No          Sales Catagory  P1            Tax Class  03 Ind/Agr Prod.
Item Type      1  Nonserialized      Auto Reorder? Yes         Product Line    MATERIAL      Base Unit Wt         .0000  Lbs
Kitted Item?   No                    Base UOM      PKG         Item Price ID   BUILD         Hazardous Code

Sorted Fields
               01  Application   BUILDING       02  Department    ELECTRIC
Other Fields
               03  Color                        08                                13
               04                               09                                14
               05                               10                                15
               06                               11                                16
               07                               12


End of Report
```

Item Summary List

Use the **Item Summary List** function on the **Master File Lists** menu to produce a summarized list of general information about your inventory items.

Use the Item Summary List screen to select the items, product lines, and user-defined fields that you want to include in the list. See “Printing a Master File List” on page 14-3 for information on producing a master file list.

List Example

04/11/2002 Builders Supply Page 1
1:24 PM Item Summary List
By Item ID

Item / Description	Price ID / Status / Type	Kitted Item? / Auto Recorder? / Track Lots?	Sales Catagory / Product Line	User Field 1 / User Field 2	Base UOM / Default UOM	Tax Class / Weight
200500	BUILD	NO	P1	MJR APPL	EA	00
Sump Pump	Active	NO	HEAT/AIR	BUILDING	EA	0
	Nonserialized	NO				
200600	BUILD	NO	P1	MJR APPL	EA	00
Humidifier	Active	NO	HEAT/AIR	BUILDING	EA	0
	Nonserialized	NO				
250	BUILD	NO	S1		CS	03
Exterior Panels	Active	YES	MATERIAL		CS	0
	Nonserialized	NO				
300	BUILD	NO	D1	BUILDING	EA	03
Interior Door	Active	YES	MATERIAL	INTERIOR	EA	0
	Nonserialized	NO				

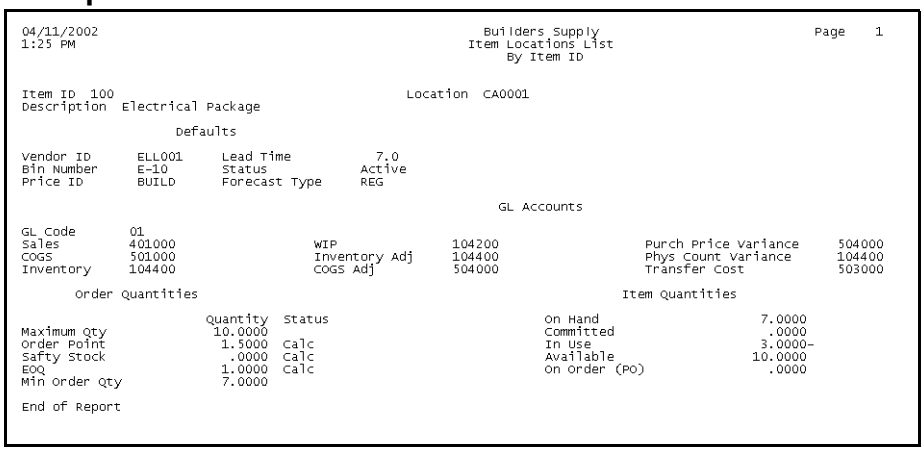
End of Report

Item Locations List

Use the **Item Locations List** function on the **Master File Lists** menu to produce a list of location, price, cost, vendor, bin, lot, and serial information about your inventory items.

Use the Item Locations List screen to select the items, locations, and user-defined fields that you want to include in the list. See “Printing a Master File List” on page 14-3 for information on producing a master file list.

List Example



```
04/11/2002                                        Builders Supply                          Page    1
1:25 PM                                        Item Locations List
                                                    By Item ID


Item ID  100                                 Location  CA0001
Description  Electrical Package

                  Defaults

Vendor ID      ELL001     Lead Time          7.0
Bin Number     E-10       Status           Active
Price ID       BUILD      Forecast Type    REG

                                                  GL Accounts

GL Code        01
Sales          401000                WIP              104200                Purch Price Variance     504000
COGS           501000                Inventory Adj    104400                Phys Count Variance      104400
Inventory      104400                COGS Adj         504000                Transfer Cost            503000

       Order Quantities                                                Item Quantities

                        Quantity  Status                          On Hand                    7.0000
Maximum Qty              10.0000                                  Committed                   .0000
Order Point               1.5000  Calc                             In Use                    3.0000-
Safty Stock                .0000  Calc                             Available                10.0000
EOQ                       1.0000  Calc                             On Order (PO)               .0000
Min Order Qty             7.0000

End of Report
```

Location Detail List

Use the **Location Detail List** function on the **Master File Lists** menu to produce a list of all your locations and their IDs, descriptions, and addresses.

Use the Location Detail List screen to select the locations that you want to include in the list. See “Printing a Master File List” on page 14-3 for information on producing a master file list.

List Example

06/12/2002 4:57 PM — Builders Supply — Page 1

Location Detail List
By Location ID

Location ID	Name / Contact	Address	City, State, Zip, Country		Phone Number / Fax Number	Carry Cost Pct / Order Cost Amt
CA0001	OAKLAND WAREHOUSE	47777 NORTH BAYSHORE HWY	OAKLAND	CA	( ) -	30.0000
			90000	US	( ) -	5.0000
MD0001	BALTIMORE WAREHOUSE	3117 SUMTER ROAD	BALTIMORE	MD	( ) -	27.0000
			23849	US	( ) -	5.0000
MN0001	MINNEAPOLIS WAREHOUSE	453 LAKE DRIVE	MINNEAPOLIS	MN	( ) -	24.0000
			55355	US	( ) -	5.0000
MN0002	MINNEAPOLIS MANUFACTURING	13771 CONCORD ST.	MINNEAPOLIS	MN	( ) -	24.0000
			55199	US	( ) -	5.0000
TX0001	DALLAS WAREHOUSE	13302 WEST FREEWAY CT.	DALLAS	TX	( ) -	29.0000
			77099	US	( ) -	5.0000

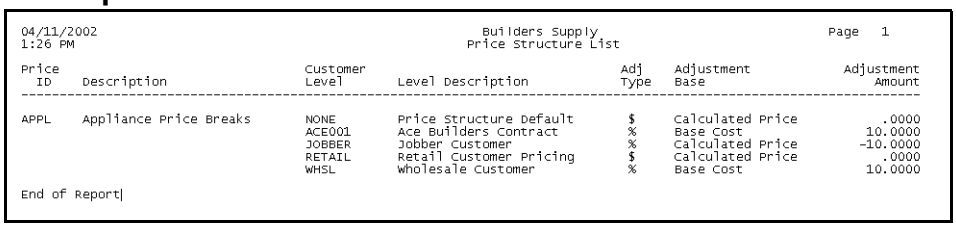
End of Report

Price Structure List

Use the **Price Structure List** function on the **Master File Lists** menu to produce a list of the price structures that were set up, price IDs, customer levels, adjustment types, adjustment bases, and adjustment amounts.

Use the Price Structure List screen to select the price IDs that you want to include in the list. See “Printing a Master File List” on page 14-3 for information on producing a master file list.

List Example



04/11/2002 Builders Supply Page 1
1:26 PM Price Structure List

Price ID	Description	Customer Level	Level Description	Adj Type	Adjustment Base	Adjustment Amount
APPL	Appliance Price Breaks	NONE	Price Structure Default	$	Calculated Price	.0000
		ACE001	Ace Builders Contract	%	Base Cost	10.0000
		JOBBER	Jobber Customer	%	Calculated Price	-10.0000
		RETAIL	Retail Customer Pricing	$	Calculated Price	.0000
		WHSL	Wholesale Customer	%	Base Cost	10.0000

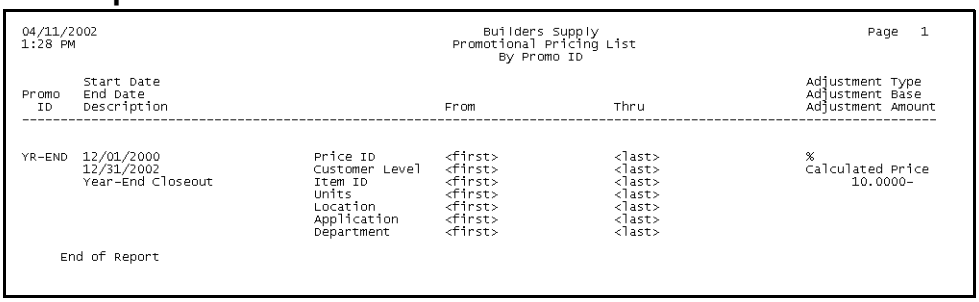
End of Report

Promotional Pricing List

Use the **Promotional Pricing List** function on the **Master File Lists** menu to produce a list of promotional price IDs, amounts, start and end dates, and items affected.

Use the Promotional Pricing List screen to select the promotional price IDs and start dates that you want to include in the list. See “Printing a Master File List” on page 14-3 for information on producing a master file list.

List Example



```
04/11/2002                                  Builders Supply                          Page   1
1:28 PM                                  Promotional Pricing List
                                              By Promo ID

        Start Date                                                                   Adjustment Type
Promo   End Date                                                                     Adjustment Base
  ID    Description                                 From              Thru           Adjustment Amount
-------------------------------------------------------------------------------------------------------

YR-END  12/01/2000                  Price ID        <first>           <last>         %
        12/31/2002                  Customer Level  <first>           <last>         Calculated Price
        Year-End Closeout           Item ID         <first>           <last>               10.0000-
                                    Units           <first>           <last>
                                    Location        <first>           <last>
                                    Application     <first>           <last>
                                    Department      <first>           <last>

     End of Report
```

Tables List

Produce the **Tables List** to print information from your Inventory tables. This function is useful if you plan to change a table and want a list to compare it against.

Use the Tables List screen to select the table IDs that you want to include in the list. See “Printing a Master File List” on page 14-3 for information on producing a master file list.

List Example

```
04/11/2002                      Builders Supply                    Page    1
1:29 PM                           Tables List
                                   Inventory

  Table ID INPDH      Description Period/Fiscal Year Table
  No. of Columns   3  Column Length   12    Type  N

 PERIOD       FISCAL YEAR  PERIODS/YEAR
 ------------ ------------ ------------
          .00      1999.00        12.00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00


04/11/2001                      Builders Supply                    Page    2
1:29 PM                           Tables List
                                   Inventory

  Table ID INUDSH     Description User-Defined Sorts
  No. of Columns   3  Column Length   20    Type  A

 Sort #               User Field          Description
 -------------------- ------------------- --------------------
 Primary              03                    User-Defined Sort 1
 Secondary            00
 Tertiary             00
 Primary              99                    User-Defined Sort 2
 Secondary            03
 Tertiary             00



End of Report
```

Master Codes List 15

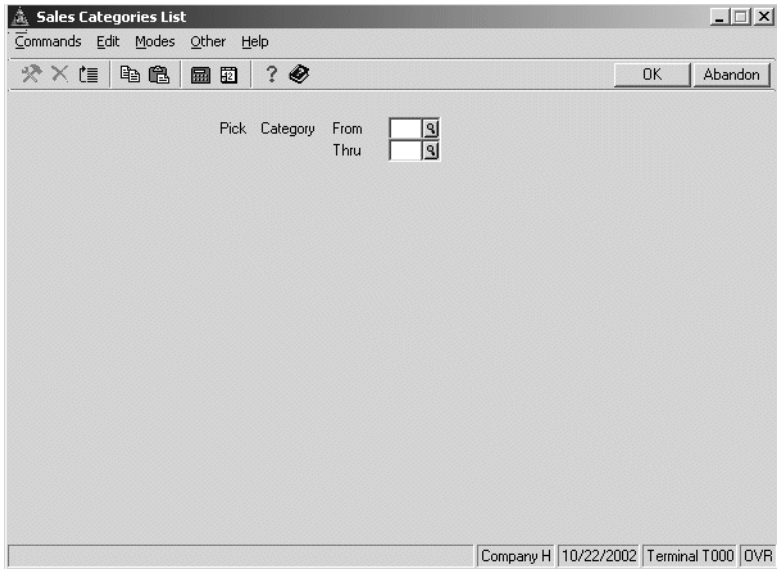
Printing a Master Codes List	15-3
Sales Categories List	15-5
Customer Levels List	15-7
Product Lines List	15-9
Account Codes List	15-11
Forecast Types List	15-13
Cost Makeup Codes List	15-15
Hazardous Material Codes List	15-17
User-Defined Fields List	15-19
User-Defined Field Sorts List	15-21

Printing a Master Codes List

All master codes lists are produced in the same way. Use the instructions below to print a master codes list, modifying the procedure as necessary for the list you are printing.

Follow these steps to print a master codes list:

1. Select the list you want to print from the **Master File Lists** menu. The selection screen for that list appears. The Sales Categories List screen is shown below as an example.



Inquiry

2. Select the range of values to print on the report in the list box.

   Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry** (**F2**) command is usually available with these list boxes.

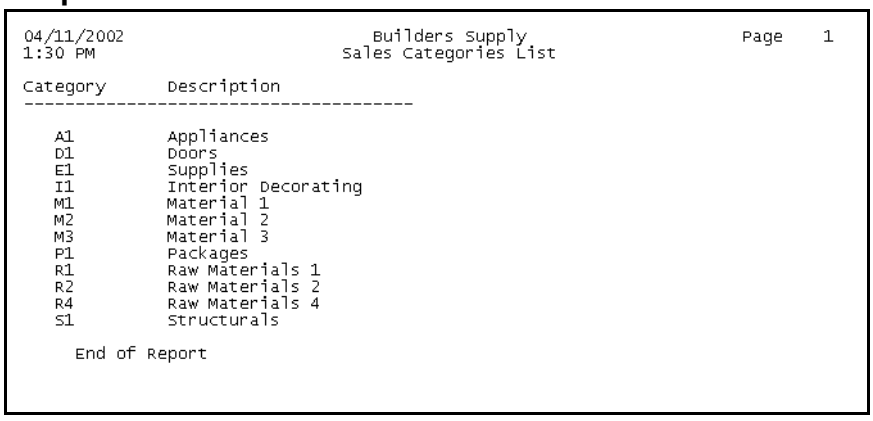
3. Select the output device. See “Output the Report” on page 1-60 for more information. After the list is produced, the **Master Codes List** menu appears.

Sales Categories List

The **Sales Categories List** shows the sales categories and descriptions stored in the **INCAxxx** (Sales Categories) file. You can use the list as a reference when you assign sales categories to items.

Use the Sales Categories List screen to select the category codes that you want to include in the list. See “Printing a Master Codes List” on page 15-3 for information on producing the master codes list.

List Example



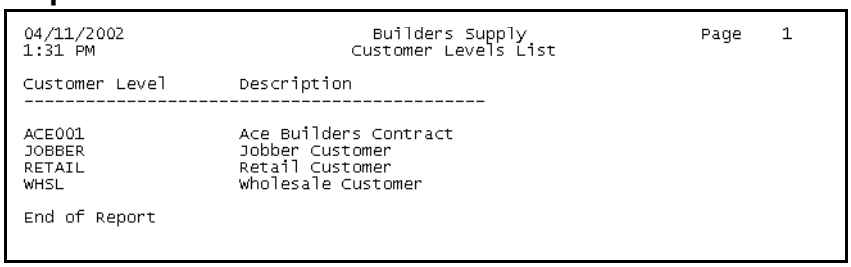
```
04/11/2002                        Builders Supply                    Page    1
1:30 PM                        Sales Categories List

Category      Description
---------------------------------------

   A1         Appliances
   D1         Doors
   E1         Supplies
   I1         Interior Decorating
   M1         Material 1
   M2         Material 2
   M3         Material 3
   P1         Packages
   R1         Raw Materials 1
   R2         Raw Materials 2
   R4         Raw Materials 4
   S1         Structurals

     End of Report
```

Customer Levels List

Use the **Customer Levels List** function on the **Master Code Lists** menu to produce a list of the customer levels. You can use it as a reference when you assign customer levels to items.

Use the Customer Levels List screen to select the customer levels that you want to include in the list. See “Printing a Master Codes List” on page 15-3 for information on producing the master codes list.

List Example



```
04/11/2002                      Builders Supply                 Page    1
1:31 PM                      Customer Levels List

Customer Level       Description
-----------------------------------------------

ACE001               Ace Builders Contract
JOBBER               Jobber Customer
RETAIL               Retail Customer
WHSL                 Wholesale Customer

End of Report
```

Product Lines List

Use the **Product Lines List** function on the **Master Code Lists** menu to produce a list of product lines. You can use the list as a reference when you assign product lines to items.

Use the Product Lines List screen to select the product lines that you want to include in the list. See “Printing a Master Codes List” on page 15-3 for information on producing the master codes list.

List Example

```
04/11/2002                      Builders Supply                    Page    1
1:31 PM                       Product Lines List

Product Line              Description
--------------------------------------------------

APPLIANCE                 Appliance
COMPONENT                 Components
HEAT/AIR                  Heating and Air Equ.
MATERIAL                  Building Materials

End of Report
```

Account Codes List

Use the **Account Codes List** to make sure that the account codes are correct. Use the list as a reference when you assign account codes to items.

Use the Account Codes List screen to select the account codes that you want to include in the list. See “Printing a Master Codes List” on page 15-3 for information on producing the master codes list.

List Example

04/11/2002 Builders Supply Page 1
1:32 PM Account Codes List

Account Code	Description	Sales Acct. COGS Acct. IN. Acct.	WIP Acct. COGS Adj. Acct. IN. Adj. Acct.	Purch. Price Var. Acct. Phys. Count Adj. Acct. Trans. Cost Acct.
01	Retail Sales	401000 501000 104400	104200 504000 104400	504000 104400 503000
02	Raw Materials	402000 502000 104000	104200 504000 104000	504000 104000 503000

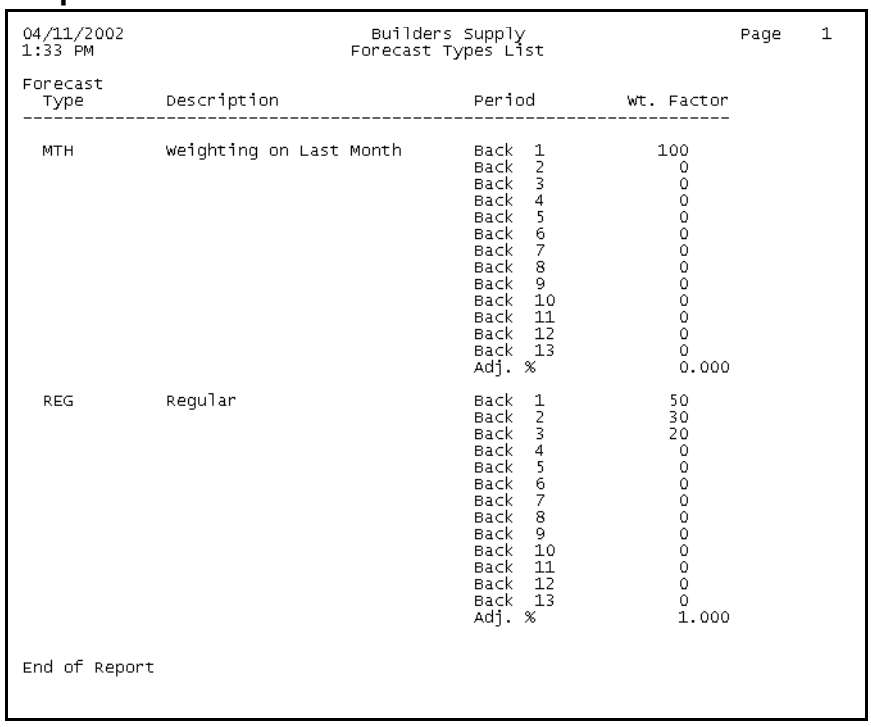
End of Report

Forecast Types List

Use the **Forecast Types List** function on the **Master Code Lists** menu to produce a list of the forecast types that have been set up. Use it as a reference when you assign forecast types to items.

Use the Forecast Types List screen to select the forecast types that you want to include in the list. See “Printing a Master Codes List” on page 15-3 for information on producing the master codes list.

List Example



```
04/11/2002                        Builders Supply                    Page    1
1:33 PM                        Forecast Types List

Forecast
  Type        Description                   Period         Wt. Factor
-------------------------------------------------------------------------

  MTH         Weighting on Last Month       Back  1            100
                                            Back  2              0
                                            Back  3              0
                                            Back  4              0
                                            Back  5              0
                                            Back  6              0
                                            Back  7              0
                                            Back  8              0
                                            Back  9              0
                                            Back  10             0
                                            Back  11             0
                                            Back  12             0
                                            Back  13             0
                                            Adj. %             0.000

  REG         Regular                       Back  1             50
                                            Back  2             30
                                            Back  3             20
                                            Back  4              0
                                            Back  5              0
                                            Back  6              0
                                            Back  7              0
                                            Back  8              0
                                            Back  9              0
                                            Back  10             0
                                            Back  11             0
                                            Back  12             0
                                            Back  13             0
                                            Adj. %             1.000

End of Report
```

Cost Makeup Codes List

Use the **Cost Makeup Codes List** function on the **Master Code Lists** menu to produce a list of cost makeup codes. You can use the list as a reference when you assign cost codes to items.

Use the Cost Makeup Codes List screen to select the cost codes that you want to include in the list. See “Printing a Master Codes List” on page 15-3 for information on producing the master codes list.

List Example

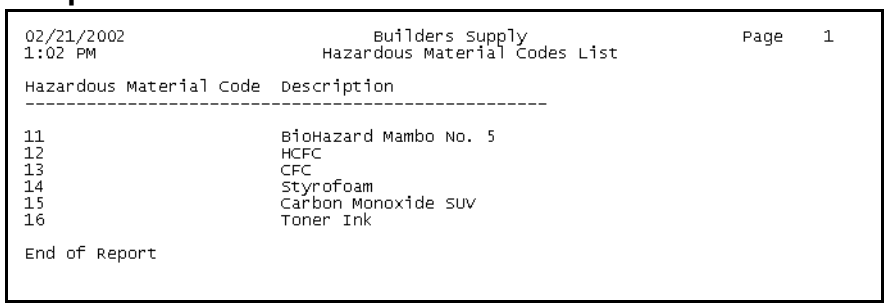
```
04/11/2002                      Builders Supply                    Page    1
1:33 PM                     Cost Makeup Codes List

Cost Makeup
    Code        Description
---------------------------

     LA         Labor
     MA         Materials
     OV         Overhead

End of Report
```

Hazardous Material Codes List

Use the **Hazardous Material Code List** function on the **Master Code List** menu to produce a list of hazardous material codes. You can use the list as a reference when you assign hazardous material codes to items.

Use the Hazardous Material Code List screen to select the hazardous materials codes that you want to include in the list. See “Printing a Master Codes List” on page 15-3 for information on producing the master codes list.

List Example



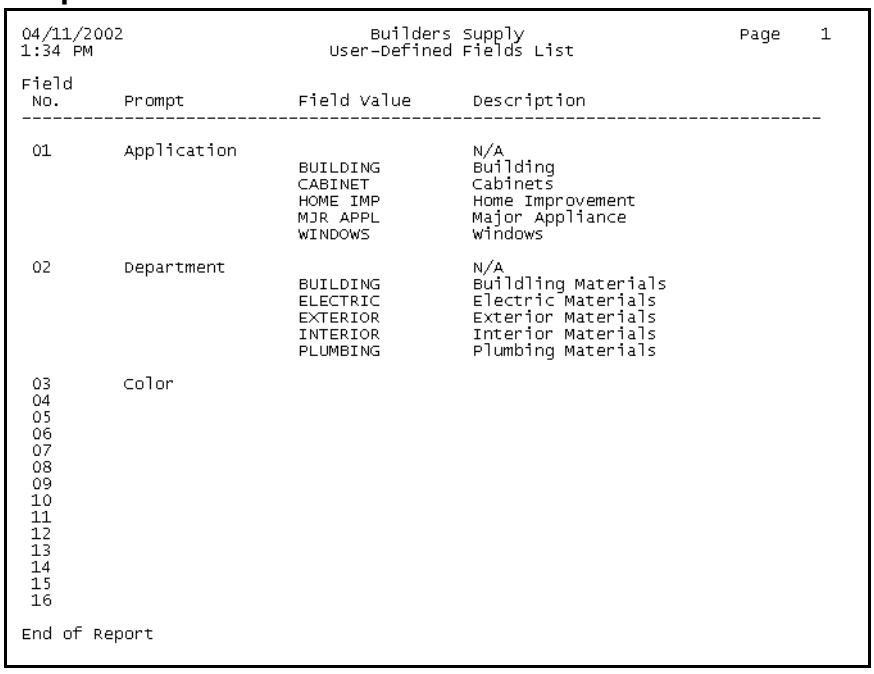
```
02/21/2002                      Builders Supply                    Page    1
1:02 PM                   Hazardous Material Codes List

Hazardous Material Code  Description
-------------------------------------------------

11                       BioHazard Mambo No. 5
12                       HCFC
13                       CFC
14                       Styrofoam
15                       Carbon Monoxide SUV
16                       Toner Ink

End of Report
```

User-Defined Fields List

Use the **User-Defined Fields List** function on the **Master Codes List** menu to produce a list of your user-defined fields.

Use the User-Defined Fields List screen to select the user-defined fields that you want to include in the list. See “Printing a Master Codes List” on page 15-3 for information on producing the master codes list.

List Example



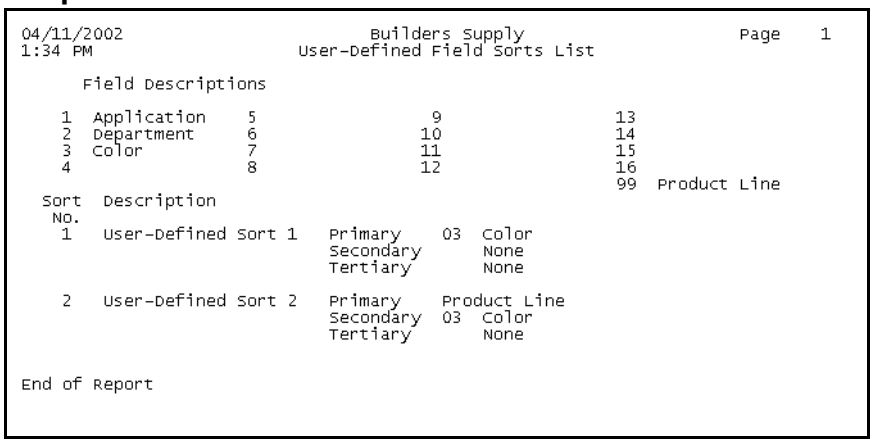
```
04/11/2002                        Builders Supply                        Page    1
1:34 PM                       User-Defined Fields List

Field
 No.      Prompt           Field Value      Description
-------------------------------------------------------------------------------

 01       Application                       N/A
                           BUILDING         Building
                           CABINET          Cabinets
                           HOME IMP         Home Improvement
                           MJR APPL         Major Appliance
                           WINDOWS          Windows

 02       Department                        N/A
                           BUILDING         Buildling Materials
                           ELECTRIC         Electric Materials
                           EXTERIOR         Exterior Materials
                           INTERIOR         Interior Materials
                           PLUMBING         Plumbing Materials

 03       Color
 04
 05
 06
 07
 08
 09
 10
 11
 12
 13
 14
 15
 16

End of Report
```

User-Defined Field Sorts List

Use the **User-Defined Field Sorts List** function on the **Master Code Lists** menu to produce a list of the two sorted fields you set up.

Use the User-Defined Field Sorts List screen to select the sorted fields you want to include in the list. See “Printing a Master Codes List” on page 15-3 for information on producing the master codes list.

List Example



```
04/11/2002                        Builders Supply                        Page    1
1:34 PM                    User-Defined Field Sorts List

      Field Descriptions

    1  Application    5                 9                 13
    2  Department     6                10                 14
    3  Color          7                11                 15
    4                 8                12                 16
                                                          99  Product Line

  Sort  Description
   No.
    1   User-Defined Sort 1   Primary    03  Color
                              Secondary      None
                              Tertiary       None

    2   User-Defined Sort 2   Primary    Product Line
                              Secondary  03  Color
                              Tertiary       None


End of Report
```

System Messages A

Alternate item must be the same item type as current item ID

When you are setting up alternate items, you cannot set up a service item as an alternate item for any other type of item.

BASIC ERROR = *nn* HOST ERROR = *xxx* LINE = *nnnn* PROGRAM = *xxxxxx*
BASIC ERROR = *nn* LINE = *nnnn* PROGRAM = *xxxxxx*

A serious error has occurred. Write down the information that appears and get help from a support technician.

Do you wish to change to using tags?

If you choose to use tags, the system will change the batch from using worksheets for physical counts to using tags.

Error creating INRQxxx file. File may be open on another terminal.

Someone else is using one of the **Reorder Processing** functions on another terminal. Try again later.

Field value already exists. Use the 'Edit' function to change values.

You cannot append an existing field value in the **User-Defined Fields** function. Enter a different field value.

Freezing has added items to the batch.

Items were added to inventory between the time you prepared the batch and froze quantities. If you know that many items were added, reprint the tags and worksheets. These items will then be included in the batch.

Item entered is not set up for the location entered.

Set up the item/location in the **Items** function, or enter a different location.

Item status is *xxxxxx* (discontinued, obsolete, superseded). You cannot change the location status.

Use the **Items** function to change the status.

Items do not have the same base unit of measure.

You cannot transfer items with different base units of measure to a different location. Change the unit of measure in the Items function for one of the items, transfer an item to a different location, or transfer a different item.

Location does not exist in locations file.

Enter a different location, or set up the location in the **Locations** function.

Must use 'Tag Entry' for this batch.

You selected **Worksheet Entry** when you were using a tag entry batch. Select a tag entry batch.

No General Ledger Adjustments are on file.

No COGS or purchase price variance adjustments are in the **INCJxxx** file for the GL Adjustments Journal or to post.

No locations are on file for this item.

Set up a location for the item in the **Items** function.

No transactions or transfers are on file.

Enter transactions before posting.

RMTB file not found.

Set up the **RMTB** file in Resource Manager. See the *Resource Manager User's Manual*.

Secondary sort cannot be the same as primary sort.
Tertiary sort cannot be the same as primary (or secondary) sort.

You cannot use a user-defined field that is already being used in one of the sorts. Enter a different field number.

Serial number must be available in order to be transferred.

A serialized item must have the *available* status before it can be transferred. Enter a serial number with *available* status.

Serial number must have a 'Lost' or 'Sold' status before it can be deleted.

Change the status of the item in the **Items** function, or select a different item to delete.

The bin ID does not match the from/thru criteria for this batch.

When you append an item/location during physical counts, you must enter a bin ID that meets the from/thru criteria or work with a different batch.

The cost bucket entered already exists for this item.

Change the date or the cost to make the bucket unique.

The product line does not match the from/thru criteria for this batch.

When you append an item/location during physical counts, you must enter a product line that meets the from/thru criteria or work with a different batch.

The superseded item selected is a recursive supersede.

You cannot set up a superseded item that will supersede back to itself. Enter a different item ID.

There are items without tag numbers. Do you wish to reprint tags?

If you elect to reprint tags, the system will reprint tags for that batch. If you choose not to reprint them, you can select a different batch.

There are no items in this batch.

When you set up the batch criteria, the system determined that no items fell into the from/thru range you specified. Change the from/thru criteria for the batch.

There are no locations set up for this item to calculate prices on.

You must set up a location for the item in the **Item Locations** function before you can calculate a price in the **Price and Availability** function.

This alternate item already exists with the same item type.

Enter a different alternate item ID or alternate type.

This alternate item ID does not exist in the Items file.

Enter a different item ID, or set up the item in the **Items** function.

This customer already has an alternate item set up for them.

You can set up only one customer alternate or vendor alternate per item.

This item does not exist in the Inventory Item Master file.

If the item associated with a tag is not in the Items file, you must add the item to inventory.

This item does not match the from/thru criteria for this batch.
This location does not match the from/thru criteria for this batch.

Enter an item or a location that falls within the range you specified in the from/thru criteria for the batch.

This lot does not exist for this item.

Set up lot information for the item in the Item Locations - Lot Information screen.

This vendor already has an alternate item set up for them.

You can set up only one alternate item per item for a vendor.

This vendor is already set up for this item location.

The vendor is already an alternate for the specified item. Edit the existing alternate vendor, or set up a new vendor for the item/location in the **Item Locations** function.

Unable to allocate sort file.

Someone else may be using the same terminal ID and file name as the sort file you are trying to use, or the system is creating the sort file in a directory where you do not have permissions set up.

Unit of measure has previously been entered.

Select a different unit of measure.

Unposted adjustments exist in COGS Adjustments File.
Unposted transactions exist in Inventory Transactions File.
Unposted transactions exist in Location Transfers File.

Post these adjustments or transactions before using the **Year-End Maintenance** function.

User-defined field 1 does not match the from/thru criteria for this batch.
User-defined field 2 does not match the from/thru criteria for this batch.

When you append an item/location during physical counts, you must enter a user-defined field that meets the from/thru criteria or work with a different batch.

User-defined field will not be available if no description is given.
User-defined sort will not be available if no description is given.

If you do not enter a field description, the system will not recognize the user-defined field or sort.

File Descriptions B

INAIxxx (Alternate Items)

The **INAIxxx** file stores the alternate item information for each item.

INBNxxx (Bin Locations)

The **INBNxxx** file stores the bin ID and last physical count information for every bin in each item/location.

INCAxxx (Sales Categories)

The **INCAxxx** file stores information about sales categories.

INCBxxx (Physical Count Batches)

The **INCBxxx** file stores batch information in use by the **Physical Counts** functions.

INCCxxx (Standard Cost Makeup Codes)

The **INCCxxx** file stores the standard cost makeup codes.

INCJxxx (COGS Journal)

The **INCJxxx** file stores the COGS and purchase price variance adjustments that are produced in the **Inventory Transactions** function. If Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order interface with Inventory, they also send COGS and purchase price variance adjustments to this file.

INCLxxx (Customer Levels)

The **INCLxxx** file stores customer level codes.

INCSxxx (Cost Makeup)

The **INCSxxx** file stores cost makeup codes and cost amounts for each item/location.

INCTxxx (Physical Counts)

The **INCTxxx** file stores detail information for each item/location/bin ID when physical counts are processed.

INFTxxx (Forecast Types)

The **INFTxxx** file stores forecast codes and the weighting factors for each period.

INGLxxx (Account Codes)

The **INGLxxx** file stores general ledger account codes and accounts associated with each item/location.

INHIxxx (Detail History)

The **INHIxxx** file stores detail history for each transaction processed in Inventory (and for Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order if these applications interface with Inventory).

INHM (Hazardous Materials)

The **INHM** file stores the codes used to identify hazardous material (the codes are used in Sales Order Bills of Lading if Inventory interfaces with Sales Order).

INHSxxx (Summary History).

The **INHSxxx** file stores summary history for each transaction processed in Inventory (and for Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order if these applications interface with Inventory).

INKYxxx (Alternate Keys)

The **INKYxxx** file stores individual records for each item/location.

INLDxxx (Location Detail)

The **INLDxxx** file stores general information for each item/location.

INLHxxx (Lot History)

The **INLHxxx** file stores detail lot history for each transaction processed in Inventory (and for Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order if these applications interface with Inventory).

INLOxxx (Location Master)

The **INLOxxx** file stores general information for each location currently used in Inventory.

INLPxxx (Location Pricing)

The **INLPxxx** file stores location-specific pricing information for each item location.

INLSxxx (Transaction Lot/Serial Numbers)

The **INLSxxx** file stores lot and serial transaction information used in the **Inventory Transactions** function.

INLTxxx (Lot Detail)

The **INLTxxx** file stores lot detail information for each lotted item/location.

INPLxxx (Product Lines)

The **INPLxxx** file stores product line codes.

INPPxxx (Promotional Pricing)

The **INPPxxx** file stores promotional pricing codes and the criteria used to evaluate whether to apply a promotion to a specific item when you sell it.

INPSxxx (Price Structures)

The **INPSxxx** file stores price structure information.

INQLxxx (Quantity Locations)

The **INQLxxx** file stores detail cost information for each nonserialized item/location.

INQTxxx (Quantity Totals)

The **INQTxxx** file stores total quantity information for each item/location/lot number, and on-hand, committed, in-use, and on-order information.

INRQxxx (IN Requisitions)

The **INRQxxx** file stores reorder information for each item/location when you use the **Calculate Reorders** function.

INSHxxx (Serial History)

The **INSHxxx** file stores detail serial history for each transaction processed in Inventory (and for Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order if these applications interface with Inventory).

INSNxxx (Serial Numbers)

The **INSNxxx** file holds serial number information for each serialized item/location.

INTB (Tables)

The **INTB** file stores Inventory tables.

INTLxxx (Transfer Lot/Serial IDs)

The **INTLxxx** file stores lot and serial number information used when processing a transfer for serialized, lotted, or lotted/serialized items.

INTRxxx (Transactions)

The **INTRxxx** file stores transaction information produced in the **Inventory Transactions** function.

INTTxxx (Transactions/Transfers)

The **INTTxxx** file stores transfer information produced in the **Inventory Transactions** function.

INUDxxx (User-Defined Fields)

The **INUDxxx** file stores verification values for each user-defined field.

INUMxxx (Unit of Measure)

The **INUMxxx** file stores unit of measure, conversion factor, penalty type, and penalty amount information for each item.

INUPxxx (Units Pricing)

This file stores unit-of-measure pricing information for each item/location.

INVExxx (Items)

The **INVExxx** file stores general information for each item.

INVIxxx (Vendor Information)

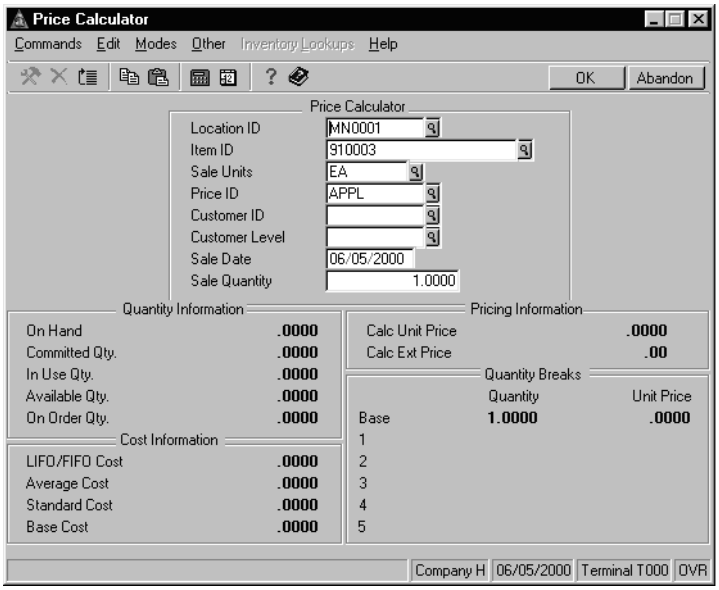
The **INVIxxx** file stores vendor-specific information for each item/location.

INXTxxx (Additional Descriptions)

The **INXTxxx** file stores additional descriptions for each item.

Price Calculator C

Price Calculator Window



Field Definitions

	Field Name	Description
Inquiry	**Location ID**	Enter a location ID.
Inquiry	**Item ID**	Enter an item ID.
Inquiry	**Price ID**	Enter a price ID.

	Field Name	Description
Inquiry	**Customer ID**	Enter a customer ID.
Inquiry	**Cust Level**	Enter a customer level
	Sale Date	Press **Enter** to accept the current sale date or enter a different date.
	Sale Quantity	Press **Enter** to accept the current sale quantity or enter a different quantity.
Inquiry	**Sale Units**	Press **Enter** to accept the current unit of measure or enter a different unit of measure.
	Calc Unit Price	The calculated unit price appears.
	Calc Ext Price	The calculated external unit price appears.

You cannot save information in this window. To exit from the Price Calculator, use the **Exit** (**F7**) command.

Index

A

Abandon
- function key, 1-36
- pull-down menu command, 1-36
- verification button, 1-43

About OSAS
- pull-down menu command, 1-38

Access Code
- tool button, 1-22

access code
- entering in graphical menus, 1-22

Access Codes
- parameter, 1-4
- setting up, 3-10

Account Codes
- definition, 3-13
- setting up, 3-13

Account Codes List
- sample, 15-11

Accounts Payable
- interface, 3-8, 6-3

Accounts Receivable interface, 3-8, 6-3, 12-61

adding
- comments, 1-56, 12-12
- items, 4-3
- locations, 3-23
- lots, 3-29

additional descriptions option, 3-9

adjustment transactions, 4-4

adjustments T accounts, 4-12

alias
- alternate, 3-22

Alias Inventory Lookup
- function key, 1-41, 1-48
- pull-down menu command, 1-41

allow discounts on serialized items option, 3-10

alternate items
- alias, 3-22
- bar code, 3-22
- customer IDs, 3-22
- IDs, 3-21
- setting up, 3-21
- superseded, 3-22
- vendor IDs, 3-23

alternate units of measure, 3-20

Analysis Reports menu functions, 1-8

Application Information
- tool button, 1-25

Application Setup
- right-click menu, 1-27

available quantity, 3-26

average cost
- definition, 3-27
- method, 3-7

average price, 3-27

B

backing up
- data files, 3-31
- operating system commands, 3-31
- programs, 3-31
- using Resource Manager, 3-31

Backup function, 3-31

bar codes, 3-22

base applications
- defined, 1-3

base cost, 3-27

base price, 3-27

batch IDs, 4-17

Batch List
- producing, 4-20

sample, 11-27
Bell mode
pull-down menu command, 1-38
Bill of Materials/Kitting interface, 3-8, 3-19
bin information
setting up, 3-28

C

Calculate Reorders, 4-15
EOQ method, 4-16
forecast method, 4-16
function, 7-3
min/max method, 4-16
Calculator
tool button, 1-23, 1-42
carrying cost, 3-17
Change Fields
sample log, 12-74
screen, 12-71
change to/from Favorites
tool button, 1-23, 1-27
changing
costs, 4-22
prices, 4-22
changing companies
graphical menus, 1-28
check for alias on reports option, 3-10
click
defined, 1-11
Code Maintenance menu functions, 1-8
codes
setting up, 3-4
COGS adjustments, 6-45
circumstances, 4-13
posting, 4-14
T accounts, 4-14
Command Help
pull-down menu command, 1-38
commands
in-field editing, 1-49
report, 1-64
scroll region, 1-49
comments
adding, 1-56, 12-12
adding and editing, 12-12
editing, 1-56, 12-12
viewing, 1-54
companies
changing, 1-28
company parameter, 1-4
conventions
report, 1-59
user's manual, 1-11
conversion
before converting, 2-5
setup considerations, 2-5
conversion factors, 3-20
converting to OSAS version 6.1, 2-6
Copy
function key, 1-37, 1-50
pull-down menu command, 1-37
tool button, 1-42
cost
changing, 4-22
history, 3-28
in transactions, 4-9
variance, 4-13
Cost Changes
log, 10-9
Cost Makeup Codes List
sample, 15-15
Cost Variance Report
sample, 8-13
costing method option, 3-9
costing methods
average cost, 3-7
choosing, 3-7
FIFO, 3-7
LIFO, 3-7
standard cost, 3-7
costs in sale transactions option, 3-10
Ctrl-J function key, 1-37
Ctrl-Z function key, 1-37
cursor
moving down or forward one field, 1-36
moving up or back one field, 1-36
selecting item, 1-47
Cursor end
function key, 1-50
Cursor home
function key, 1-50

Cursor left
function key, 1-49
Cursor right
function key, 1-49
customer IDs
alternate, 3-22
Customer Levels
definition, 3-12
setting up, 3-12
Customer Levels List
sample, 15-7
Customer/Vendor Inventory Lookup
function key, 1-41, 1-48
pull-down menu command, 1-41
customer-level pricing
setting up, 3-27

D

daily tasks, 4-3
Daily Work menu functions, 1-7
data dictionaries, 2-3
Data File Conversion
function, 2-5, 2-6
Data File Creation
function, 2-3
default frozen quantities, 4-18
default location information
setting up, 3-24
defining types of inventory items, 3-3
Del function key, 1-49
Delete
function key, 1-36
pull-down menu command, 1-36
tool button, 1-42
delete
files, 4-24
information on a screen, 1-36
line item, 1-40, 1-49
Delete character
function key, 1-49
Delete Line command
function key, 1-40, 1-49
pull-down menu command, 1-40
Delete to End of Line
function key, 1-50
Depreciation Tables List
list, 12-74
Description Inventory Lookup
function key, 1-41, 1-48
pull-down menu command, 1-41
deselect
defined, 1-12
Detail History
function, 5-15
detail history option, 3-9
Detail Inventory Lookup
function key, 1-41
discounts on serialized items option, 3-10
Documents, 1-57
File Types, 1-57, 12-13
opening, 1-58
viewing, 1-58
documents
attaching, 12-13
double-click
defined, 1-11
Down Arrow
inquiry command, 1-47
report command, 1-64
scroll region command, 1-40, 1-49

E

edit line item, 1-49
editing
comments, 1-56, 12-12
EIS
defined, 1-3
End
inquiry command, 1-47
report command, 1-64
scroll region command, 1-40, 1-49
End function key, 1-50
Enter
data, 3-11
customer levels, 3-12
establishing account codes, 3-13
establishing locations, 3-17
product lines, 3-13
sales categories, 3-12
setting up forecast types, 3-14

setting up item IDs, 3-18
setting up makeup codes, 3-15
setting up price structures, 3-17
setting up user-defined fields, 3-15
tables, 3-12
user-defined field sorts, 3-16
exceptions for physical inventory, 4-18
inquiry command, 1-47
location transfers, 4-10
physical counts, 4-20
scroll region command, 1-49
transactions, 4-4
lotted items, 4-4
lotted/serialized items, 4-4
serialized items, 4-4
serialized/lotted items, 4-4
entering prices for sales transactions option, 3-9
EOQ
definition, 3-26
method, 3-27
for calculating reorders, 4-16
overriding cost information, 3-27
error messages, A-1
Esc
inquiry command, 1-47
exceptions, 4-18
Executive Information Summary
defined, 1-3
Exit
function key, 1-37
pull-down menu command, 1-37
exit
from inquiry window, 1-47
from report to menu, 1-64
from screen or window, 1-37
extended cost, 3-28

F

F1 function key, 1-39
F10 function key, 1-50
F2 function key, 1-36
F3
function key, 1-42
scroll region command, 1-40, 1-49
F3 function key, 1-36
F5 function key, 1-36
F6
function key, 1-42
F6 function key, 1-36
F7
inquiry command, 1-47
report command, 1-64
F7 function key, 1-37
F9 function key, 1-50
Favorites Menu, 1-51
adding items to, 1-27
changing to/from, 1-27
Favorites Menus
removing items from, 1-27
Field Down
function key, 1-36
pull-down menu command, 1-36
Field Up
function key, 1-36
pull-down menu command, 1-36
FIFO, 3-7
File Maintenance menu functions, 1-8
files
deleting, 4-24
descriptions, B-1
purging, 4-24
First Line command
function key, 1-40, 1-49
pull-down menu command, 1-40
forecast method for calculating reorders, 4-16
Forecast Types
screen, 13-13
setting up, 3-14
Forecast Types List
sample, 15-13
Freeze Quantities
when to, 4-19
Function help, 1-27
function keys
Ctrl-J, 1-37
Ctrl-Z, 1-37
Del, 1-49
Down Arrow, 1-36
End, 1-50
F1, 1-39
F10, 1-37, 1-50

F2, 1-36, 1-43
F3, 1-36
F5, 1-36
F6, 1-36
F7, 1-37
F9, 1-50
Home, 1-50
Ins, 1-50
Left, 1-49
PgDn, 1-36
PgUp, 1-36
Right, 1-49
Shift+F3, 1-48
Shift+F4, 1-48
Shift+F5, 1-48
Shift+F6, 1-48
Shift+F7, 1-48
Shift+F8, 1-48
Shift-F1, 1-39
Shift-F10, 1-50
Shift-F3, 1-41
Shift-F4, 1-41
Shift-F5, 1-41
Shift-F6, 1-41
Shift-F7, 1-41
Shift-F8, 1-41
Shift-F9, 1-37, 1-50
Up Arrow, 1-36

G

general information
setting up, 3-19
General Ledger
interface, 3-8, 4-21
Generate Purchase Requisitions, 4-17
GL accounts
setting up, 3-26
GL adjustments
posting, 4-14
GL Adjustments Journal
producing, 4-13
sample, 6-46
Global Inquiry
defined, 1-3
goods received status
purchase transactions, 4-7
graphical menu
exiting from, 1-20
features of, 1-19
right-click menu, 1-27, 1-43
sample screen, 1-20
graphical menus
right-click menu, 1-27, 1-43
Gross Profit Analysis Report
function, 9-17
sample, 9-17
GUI/Text Using OSAS with Contractors' Job Cost, 1-19

H

Help, 1-27
function key, 1-39
pull-down menu command, 1-39
tool button, 1-25, 1-42
help commands
F3, 1-45
F6, 1-45
F7, 1-45
History command, 1-56
Home
inquiry command, 1-47
report command, 1-64
scroll region command, 1-40, 1-49
Home function key, 1-50

I

IDs
setting up, 3-4
INAIxxx file
purging, 4-24
Information command, 1-53
Information Inquiry menu functions, 1-7
Information menu, 1-53
Comments command, 1-54
Documents command, 1-57
History command, 1-56
Information command, 1-53
INHIxxx file
purging, 4-25
INHSxxx file
purging, 4-25

INLHxxx file
purging, 4-25
INLTxxx file
purging, 4-24
INPDxxx table, 3-12, 12-68
INPPxxx file
purging, 4-24
Inquiry
function key, 1-36, 1-43
graphical, 1-43
partial-key, 1-46
pull-down menu command, 1-36
inquiry commands
Down Arrow, 1-47
End, 1-47
Enter, 1-47
Esc, 1-47
F7, 1-47
Home, 1-47
Ins, 1-47
PgDn, 1-47
PgUp, 1-47
Up Arrow, 1-47
Ins
inquiry command, 1-47
scroll region command, 1-40, 1-49
Ins function key, 1-50
Insert Line command
function key, 1-40, 1-49
pull-down menu command, 1-40
Insert line item, 1-40, 1-49
Insert mode
function key, 1-50
INSHxxx file
purging, 4-25
INSNxxx file
purging, 4-24
Install Applications
function, 2-3, 2-5
installation
preparing data
access codes, 3-10
choosing costing methods, 3-7
defining types of inventory items, 3-3
options and interfaces, 3-8
organizing items, 3-3
setting up codes, 3-4
installing Inventory, 2-3
interface
Accounts Payable, 3-8
Accounts Receivable, 3-8
Bill of Materials/Kitting, 3-8
General Ledger, 3-8, 4-21
Purchase Order, 3-8, 4-17
Sales Order, 3-8
INUDSxxx table, 12-68
INUSRxxx table, 12-69
Inventory
before converting, 2-5
before you install, 2-3
converting to version 6.1, 2-6
functions, 5-1
installation, 2-3
installing new version before converting, 2-5
setup considerations, 2-5
system requirements, 2-3
Inventory Lookup
commands, 1-41, 1-48
Inventory Lookup commands, 1-41
alias lookup, 1-41
customer/vendor lookup, 1-41
description lookup, 1-41
detail lookup, 1-41
lot lookup, 1-41
serial lookup, 1-41
Shift-F3, 1-41
Shift-F4, 1-41
Shift-F5, 1-41
Shift-F6, 1-41
Shift-F7, 1-41
Shift-F8, 1-41
Inventory lookup commands
Alias Lookup, 1-48
alias lookup, 1-48
Customer/Vendor Lookup, 1-48
Description Lookup, 1-48
Detail Lookup, 1-48
Lot Lookup, 1-48
Serial Lookup, 1-48
Inventory Movement Report
sample, 8-5
inventory search commands, 1-48

Shift + F6, 1-48
Inventory Transactions
function, 6-3
Lot/Serial Number Entry window, 6-19
service items, 6-3
updated, 6-3
inventory value
setting up, 3-26
invoice status
purchase transactions, 4-7
sales transactions, 4-6
item
adding, 4-3
changing costs, 4-22
changing prices, 4-22
defining types, 3-3
IDs
alternate, 3-21
setting up, 3-6, 3-18
locations
setting up, 3-23
nonserial, 3-3
organizing, 3-3
quantities
setting up, 3-26
updating, 4-25
serial, 3-3
service, 3-3
status, 3-19, 3-25
vs. item location status, 3-25
Item Locations File Maintenance
Edit Serial Numbers window, 12-50
function, 12-19
screen, 12-20
Item Locations Information Inquiry
function, 5-31
Item Locations List
sample, 14-9
Item Price Change
log, 10-5
Item Status Report
sample, 8-7
Items Information Inquiry
function, 5-23

J

Jump
function key, 1-37
pull-down menu command, 1-37
Jump command
function key, 1-40
pull-down menu command, 1-40

K

keeping detail history option, 3-9
keeping lot detail option, 3-9
keeping serial history option, 3-10
kitted item, 3-19

L

last cost, 3-27
Last Line command
function key, 1-40, 1-49
pull-down menu command, 1-40
Left Arrow
report command, 1-64
Left Arrow function key, 1-49
LIFO, 3-7
list price, 3-27
Lists
printing, 14-3, 15-3
live data
changing to, 1-22, 1-27, 1-28
location
adding, 3-23
cost information
setting up, 3-27
IDs
setting up, 3-6
information
setting up, 3-24
price information
setting up, 3-27
Location Detail List
sample, 14-11
Location Transfers
entering, 4-10
function, 6-25
Locations
definition, 3-17

setting up, 3-17
lost status, 3-30
lot
adding, 3-29
information
setting up, 3-28
lot detail option, 3-9
Lot History Report
function, 8-17
sample, 8-17
Lot Inventory Lookup
function key, 1-41, 1-48
pull-down menu command, 1-41
lotted items, 3-19, 3-28, 4-4
lotted/serialized items, 3-28, 4-4

M

Maintenance
function key, 1-36
pull-down menu command, 1-36
tool button, 1-42
makeup codes
setting up, 3-15
manual
conventions, 1-11
Master Code Lists menu functions, 1-9
Master File Lists menu functions, 1-8
Master Lists
printing, 14-3, 15-3
Menu styles, 1-12
menus
information menu, 1-53
messages, A-1
min/max method for calculating reorders, 4-16
minimum order quantity, 3-26
minimum price, 3-27
miscellaneous credit status
purchase transactions, 4-7
sales transactions, 4-6
mouse commands
click, 1-11
deselect, 1-12
double-click, 1-11
right-click, 1-11
Movement Trending Report
function, 9-21
sample, 9-21
MS-DOS prompt
tool button, 1-26

N

new order status
purchase transactions, 4-7
sales transactions, 4-5
Next Line command
function key, 1-40, 1-49
pull-down menu command, 1-40
Next Page command
function key, 1-40, 1-49
pull-down menu command, 1-40
nonserialized items, 3-3, 3-19

O

OK (Proceed)
function key, 1-36
pull-down menu command, 1-36
Online Documentation
function key, 1-39
pull-down menu command, 1-39
tool button, 1-42
online editing of quantities option, 3-9
opening
documents, 1-58
options
additional descriptions, 3-9
allow discounts on serialized items, 3-10
check for alias on report options, 3-10
costing method, 3-9
entering prices for sales transactions, 3-9
keeping detail history, 3-9
keeping lot detail, 3-9
keeping serial history, 3-10
online editing of quantities, 3-9
post detail to General Ledger, 3-10
show costs in price and availability lookup, 3-10
show costs in sale transactions, 3-10
transaction item entry, 3-10
zero-quantity costing method, 3-9
options and interfaces, 3-8
order quantities

setting up, 3-26
ordering cost, 3-17
organizing items, 3-3
OSAS
running, 1-4
setup considerations, 2-5
system requirements, 1-4
output device
printer, 1-61
overriding cost information
EOQ, 3-27
Overstock Report
sample, 9-11

P

parameters
access code, 1-4
command to start OSAS, 1-4
company ID, 1-4
general expression, 1-4
terminal ID, 1-4
partial-key inquiry, 1-46
Paste
function key, 1-37, 1-50
pull-down menu command, 1-37
tool button, 1-42
penalty amount, 3-21
Periodic Processing menu functions, 1-8
periodic tasks, 4-15
calculating reorders, 4-15
procedures, 4-15
perpetual inventory
updating, 4-21
PgDn
inquiry command, 1-47
report command, 1-64
scroll region command, 1-40, 1-49
PgDn function key, 1-36
PgUp
function key, 1-42
inquiry command, 1-47
report command, 1-64
scroll region command, 1-40, 1-49
PgUp function key, 1-36
Physical Count List
producing, 4-20
sample, 11-30
Physical Count Valuation Report
function, 11-33
producing, 4-21
sample, 11-36
physical counts
entering, 4-20
Physical Inventory
batch ID, 4-17
default frozen quantities, 4-18
entering counts, 4-20
exceptions, 4-18
freezing quantities, 4-19
frozen quantities, 4-18
selecting, 4-17
tag numbers, 4-17
tags, 4-19
worksheets, 4-20
zero quantities, 4-19
Physical Inventory menu functions, 1-8
Physical Inventory Tags List, 11-8
Physical Inventory Worksheet, 11-12
Pop-Up Calendar
tool button, 1-42
post detail to General Ledger option, 3-10
Post GL Adjustments
function, 6-47
log, 6-48
Post Transactions
function, 6-43
log, 6-44
posting
adjustments T accounts, 4-12
COGS adjustments, 4-14
COGS T accounts, 4-14
GL adjustments, 4-14
purchase price variance T accounts, 4-14
purchase price variances, 4-14
purchases T accounts, 4-12
sales T accounts, 4-12
transactions, 4-11
prerequisites, 4-11
transfers T accounts, 4-12
Previous Line command
function key, 1-40, 1-49

pull-down menu command, 1-40
Previous Page command
function key, 1-40, 1-49
pull-down menu command, 1-40
price
changing, 4-22
IDs, 3-20, 12-61
setting up, 3-7
variance, 4-13
Price Calculator, C-1
Price Report
sample, 8-9
Price Structure List
sample, 14-13
Price Structures
setting up, 3-17
Print Manager
defined, 1-3
Print Physical Inventory Tags
list, 11-8
Print Physical Inventory Worksheets
sample, 11-12
printing
reports, 4-26
tags, 4-19
worksheets, 4-20
PRO/5 Command
tool button, 1-26
Proceed (OK)
function key, 1-36
pull-down menu command, 1-36
verification button, 1-43
Proceed command, 1-15
Product Lines
definition, 3-13
setting up, 3-6, 3-13, 3-20
Product Lines List
sample, 15-9
Promotional Pricing
setting up, 3-27, 3-30
Promotional Pricing List
sample, 14-15
pull-down menu
functions
commands, 1-36
Edit, 1-37
Help, 1-38
Information, 1-39
Inventory Lookup, 1-41
Modes, 1-37
Other, 1-38
Scroll Commands, 1-40
graphical menus, 1-22
Favorites, 1-23
File, 1-22
Help, 1-25
Modes, 1-23
Other, 1-24
Tools, 1-23
pull-down menus
functions
information menu, 1-53
Purchase Order
interface, 3-8, 4-17, 6-3
purchase price variances
posting, 4-14
T accounts, 4-14
purchase requisitions
generating, 4-17
purchase transactions, 4-6
goods received, 4-7
invoice, 4-7
miscellaneous credit, 4-7
new order, 4-7
purchases T accounts, 4-12
purging files, 4-24
INAIxxx, 4-24
INHIxxx, 4-25
INHSxxx, 4-25
INLHxxx, 4-25
INLTxxx, 4-24
INPPxxx, 4-24
INSHxxx, 4-25
INSNxxx, 4-24

Q

quantities
updating, 4-25
verifying, 4-23
quantities and transactions
description of, 4-8

differences, 4-8
Quantity Cross Verification
log, 10-13
Quick mode
pull-down menu command, 1-38

R

Rebuild Item Quantities
log, 10-24
Reorder Processing menu functions, 1-7
Reorder Report
producing, 4-16
sample, 7-6
reorders
calculating, 4-15
report commands, 1-64
Down Arrow, 1-64
End, 1-64
Exit, 1-64
F7, 1-64
Home, 1-64
PgDn, 1-64
PgUp, 1-64
Right Arrow, 1-64
Tab, 1-64
Up Arrow, 1-64
Reports
conventions, 1-59
including all information, 1-59
limiting information, 1-59
selecting information for, 1-59
reports
printing, 4-26
Reports menu functions, 1-8
Resource Manager
backing up, 3-31
Data File Conversion function, 2-5, 2-6
Data File Creation function, 2-3
features of, 1-3
Install Applications function, 2-3, 2-5
Options and Interfaces, 3-9
Right Arrow
report command, 1-64
Right Arrow function key, 1-49
right-click
defined, 1-11

S

safety stock, 3-26
Safety Stock Alert Report
function, 9-7
sample, 9-7
Sales Analysis Report
sample, 9-15
Sales Categories
definition, 3-12
setting up, 3-12, 3-20
Sales Categories List
sample, 15-5
Sales Order
interface, 3-8, 6-3, 12-61
sales T accounts, 4-12
sales transactions, 4-5
invoice, 4-6
miscellaneous credit, 4-6
new order, 4-5
verify order, 4-5
Sales Trending
function, 5-21
sample data
changing to, 1-22, 1-27, 1-28
scroll region commands, 1-49
Down Arrow, 1-40, 1-49
End, 1-40, 1-49
Enter, 1-49
F3, 1-40, 1-49
Home, 1-40, 1-49
Ins, 1-40, 1-49
PgDn, 1-40, 1-49
PgUp, 1-40, 1-49
Tab, 1-40
Up Arrow, 1-40, 1-49
seasonal items
using forecast reordering method, 4-16
serial history option, 3-10
serial information
setting up, 3-29
Serial Inventory Lookup
function key, 1-48
pull-down menu command, 1-41

Serialized History Report
sample, 8-15
serialized items, 3-3, 3-19, 3-28, 4-4
serialized/lotted items, 3-28, 4-4
service items, 3-3, 3-19
adjusting, 6-3
Set up application, 1-27
setting up
access codes, 3-10
account codes, 3-13
alternate items, 3-21
bin information, 3-28
codes and IDs, 3-4
customer levels, 3-12
customer-level pricing, 3-27
defining types of inventory items, 3-3
forecast types, 3-14
general information, 3-19
GL accounts, 3-26
inventory value, 3-26
item IDs, 3-6
item IDs and descriptions, 3-18
item locations, 3-23
item quantities, 3-26
location cost information, 3-27
location IDs, 3-6
location information, 3-24
defaults, 3-24
location price information, 3-27
locations, 3-17
lot information, 3-28
makeup codes, 3-15
order quantities, 3-26
organizing inventory items, 3-3
price IDs, 3-7
price structures, 3-17
product lines, 3-6, 3-13
promotional pricing, 3-30
serial information, 3-29
tables, 3-12
units of measure, 3-20, 3-27
user-defined field sorts, 3-16
user-defined fields, 3-15
vendor information, 3-28
Shift+F2 menu, 1-53
Comments command, 1-54
Documents command, 1-57
History command, 1-56
Information command, 1-53
Shift-F1 function key, 1-39
Shift-F10 function key, 1-37, 1-50
Shift-F3 function key, 1-48
Shift-F4 function key, 1-48
Shift-F5 function key, 1-48
Shift-F6 function key, 1-41, 1-48
Shift-F7 function key, 1-41, 1-48
Shift-F8 function key, 1-41, 1-48
Shift-F9 function key, 1-37, 1-50
show costs in price and availability lookup option, 3-10
show costs in sale transactions option, 3-10
Slow/Fast Movement Report
sample, 9-13
standard cost, 3-7, 3-15, 3-28
Start Over
function key, 1-36
pull-down menu command, 1-36
tool button, 1-42
Start-style menu
exiting from, 1-21
features of, 1-19
right-click menu, 1-27, 1-43
sample screen, 1-21
statuses
goods received, 4-7
invoice
purchase transactions, 4-7
sales transactions, 4-5
item, 3-19, 3-25
item location, 3-25
lost, 3-30
miscellaneous credit, 4-6
new order
purchase transactions, 4-7
sales transactions, 4-5
verify order, 4-5
Summary History
function, 5-13
superseded alternate items, 3-22
system messages, A-1

T

T accounts
- for adjustments, 4-12
- for COGS, 4-14
- for purchase price variance, 4-14
- for purchases, 4-12
- for sales, 4-12
- for transfers, 4-12
- updating perpetual inventory, 4-22

Tab
- report command, 1-64
- scroll region command, 1-40

Tables
- entering data, 3-12
- INPDxxx, 3-12, 12-68
- INUDSxxx, 12-68
- INUSRxxx, 12-69

tag numbers, 4-17

tags
- and worksheets, 4-18
- printing, 4-19

tax class, 3-20

terminal
- parameter, 1-4

toggle
- between halves of reports, 1-64

tool button
- Access Code, 1-22
- Application Information, 1-25
- Calculator, 1-23, 1-42
- change to/from Favorites, 1-23
- Copy, 1-42
- Delete, 1-42
- Help, 1-25, 1-42
- Maintenance, 1-42
- MS-DOS prompt, 1-26
- Online Documentation, 1-42
- Paste, 1-42
- Pop-Up Calendar, 1-42
- PRO/5 Command, 1-26
- Start Over, 1-42
- Workstation Date, 1-22

toolbar
- function screen toolbar, 1-42
- graphical menus, 1-25

transaction item entry option, 3-10

transactions
- adjustments, 4-4
- costs, 4-9
- entering, 4-4
- lotted items, 4-4
- lotted/serialized items, 4-4
- posting, 4-11
- purchases, 4-6
- relationship with quantities, 4-8
- sales, 4-5
- serialized items, 4-4
- serialized/lotted items, 4-4

Transactions Journal
- function, 6-39
- producing, 4-11
- sample, 6-40

Transfers Journal
- function, 6-41
- producing, 4-11
- sample, 6-42

transfers T accounts, 4-12

Trend Analysis Report
- sample, 9-19

types of inventory items, 3-3

U

Undo
- function key, 1-37, 1-50
- pull-down menu command, 1-37

units of measure, 3-19
- alternate, 3-20
- base amount, 3-21
- penalty amount, 3-21
- setting up, 3-20, 3-27

Up Arrow
- inquiry command, 1-47
- report command, 1-64
- scroll region command, 1-40, 1-49

Update Perpetual Inventory
- log, 11-29

updating
- perpetual inventory, 4-21
  - T accounts, 4-22

user’s manual

conventions, 1-11
User-Defined Field Sorts
setting up, 3-16
User-Defined Field Sorts List
function, 15-21
User-Defined Fields
setting up, 3-15, 3-20
User-Defined Fields List
sample, 15-19

V

Valuation Report
sample, 8-11
variance
cost, 4-13
price, 4-13
Variance Report
producing, 4-20
sample, 11-32
vendor ID
alternate, 3-23
vendor information
setting up, 3-28
verification button
Abandon, 1-43
Proceed (OK), 1-43
Verify-exit mode
pull-down menu command, 1-37
verifying
order status, 4-5
quantities, 4-23
Verify-PgDn mode
pull-down menu command, 1-38
View inquiry command, 1-47
viewing
comments, 1-54
documents, 1-58

W

weight of item, 3-20
worksheets
and tags, 4-18
printing, 4-20
Workstation date
tool button, 1-22
workstation date
entering in graphical menus, 1-22

Y

Year-End Maintenance, 4-23
log, 10-17

Z

zero quantities for physical inventory, 4-19
zero-quantity costing method option, 3-9